

ParentCONNECT xp

ParentCONNECT

User's Guide for Parents



Department of Student Information Management

September 2013

Introduction to ParentCONNECT

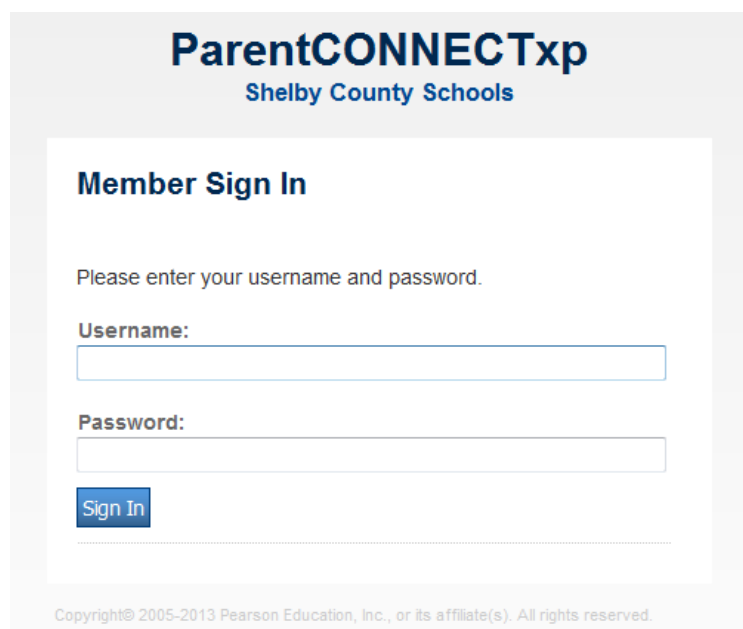
ParentCONNECT is a web site which provides parents and legal guardians access to view their children's grades, attendance, assignments, and other information.

Login to ParentCONNECT

- The web site is located at <https://parentconnect.scsk12.org>
- Once you access the web site, the Member Login screen will appear.



- If you have a valid Username and Password to the web site, click the “**Sign In**” button, and enter your Username and Password.
- If you **do not** have a Username and Password, contact your child's school. School office staff can print a letter with your login information. Only student contacts who have custody will be provided with an account.



Summary (Home Page)

The ParentCONNECT home page shows a summary, with basic information for each of your students, including when their information was last updated.

Information found on this page

- A summary of assignments due during the current week
- A summary of attendance events during the current week
- A summary of discipline events during the current week

At the top right of the page you can access:

- The **Sign Out** button – to close ParentCONNECT at the end of your session.
- The **My Account** button – to change your password and sign up for email alert notifications for attendance and discipline incidents

Shelby County Schools

Welcome | [My Account](#) | [Sign Out](#)

Summary

Student 1	Last Update	09/05/2013 01:17:49
	Assignments	8 assignments due this week
	Attendance	No tardies or absences reported for this week
	Discipline	No incidents reported this week
Student 2	Last Update	09/05/2013 01:17:49
	Assignments	No assignments due this week
	Attendance	No tardies or absences reported for this week
	Discipline	1 incidents reported this week

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A variety of information is available on the web site by clicking on the navigation icons on the left side of the web page. From each of these pages, you can find the following information:

Student Info – Shows summary information on assignments, grades, and discipline

PowerTeacher Assignments – Shows individual assignments and grades

Progress Reports and Report Cards – Allows you to view past progress reports and report cards

Attendance – Shows daily and cumulative attendance for the school year

Discipline – Shows current and past discipline incidents

School Info – Shows general information about the school and district announcements

Each page has additional information organized by tabs across the top.

Student Info

Profile Tab

- Shows number of assignments due this week
- Shows grades from the last progress report or report card
- Shows number of discipline incidents and the date of the last reported incident

NOTE: If you have multiple students, use the Choose Student list in the top-right corner of the web page to select the appropriate student.

The screenshot shows the 'Student Info' profile page. At the top right, there is a 'Choose Student.' dropdown menu. The main content area is titled 'Student Summary' and contains three sections: 'ASSIGNMENTS', 'GRADES', and 'DISCIPLINE'. The 'ASSIGNMENTS' section contains a table with the following data:

Course	Assignments Due This Week
INT SOC STUD 08	3
VOCAL MUSIC 8-180	2
PHY ED MAJOR 8-180	1
SPANISH I HON 08	2

The 'GRADES' section is titled 'PROGRESS REPORT 1' and states 'No grades have been posted.' The 'DISCIPLINE' section states 'No discipline incidents reported this school year.'

A callout box on the right side of the page points to the 'Choose Student.' dropdown menu with the text: 'Click the drop-down to select another student.'

Student Tab

- Demographic information about the student (If any of this information is incorrect, please contact your child's school.)

The screenshot shows the 'Student Information' page. The left sidebar contains navigation icons for 'Student Info', 'PowerTeacher Assignments', 'Progress Reports and Report Cards', 'Attendance', 'Discipline', and 'School Info'. The main content area is titled 'Student Information' and contains a 'GENERAL INFORMATION' section with the following fields:

- Full Name
- Nickname
- Residence
- Phone
- Mailing Address
- Grade Level
- Counselor
- Date of Birth

PowerTeacher Assignments and Grades

Assignments Tab

On the Assignments tab, you can do the following:

- Choose the time frame to view assignments.
- Sort assignments by clicking the appropriate column heading (i.e. Course, Assignment, Teacher, Due, etc.)

The screenshot shows the 'Assignments' tab in the PowerTeacher interface. A callout points to the 'This Week & Last Week' dropdown menu, stating 'Select the appropriate time frame.' Another callout points to the 'Choose Student' dropdown menu, stating 'Click the drop-down to select another student.' A third callout points to the 'Assignment' column heading in the table, stating 'Click a column heading to sort assignments.'

Course	Period	Assignment	Type	Score	Due	Remark	Teacher
INT GIFTED 08	-	1100 Words 18 Notecards	Minor quizzes	100 / 100	02/25/2010	-	
INT GIFTED 08	-	1100 Words 18 Quiz	Minor quizzes	100 / 100	02/26/2010	-	
INT GIFTED 08	-	1100 Words 18 exercises	Homework	100 / 100	02/23/2010	-	
INT GIFTED 08	-	4 level analysis 18	Classwork	100 / 100	02/22/2010	-	
INT GIFTED 08	-	4 level analysis 19	Classwork	100 / 100	02/23/2010	-	

Class Scores Tab

On the Class Scores tab, you can do the following:

- View the student's current grade ("running average") in each class.
- Click on the grade link in the Current Grade column to see the assignments for each class. You will then see all of the posted assignments which comprise that grade.

The screenshot shows the 'Class Scores' tab in the PowerTeacher interface. A callout points to the 'A' grade link in the 'Current Grade' column, stating 'Click the grade link to see assignments for the class.'

Course	Course Title	Current Grade	Current Score	Teacher
683102	ALGEBRA I HON 08 (REPORT CARD 1) (07/29/2013 - 10/04/2013)	A		
000814	INT SOC STUD 08 (REPORT CARD 1) (07/29/2013 - 10/04/2013)	A		
020801	LANG ARTS 08 (APEX (REPORT CARD 1) (07/29/2013 - 10/04/2013)	B		
100852	PHY ED MAJOR 8-180 (REPORT CARD 1) (07/29/2013 - 10/04/2013)	A	100.00	
683202	PHYS SCI 08 HON (REPORT CARD 1) (07/29/2013 - 10/04/2013)	A	100.00	
673021	SPANISH I HON 08 (REPORT CARD 1) (07/29/2013 - 10/04/2013)	A	100.00	
030827	VOCAL MUSIC 8-180 (REPORT CARD 1) (07/29/2013 - 10/04/2013)	A	100.00	

Italicized = Student withdrawn during the current grading period

- Once the grade link is clicked, a list of the assignments which comprise the class grade will appear as indicated below. If your child has received a Failing mark for an assignment, it will be indicated in the **Remark** column.

Contributing Assignments

Assignments contributing to the REPORT CARD 1 class score for ALGEBRA I HON 08

Assignment	Type	Score	Due	Remark
Real Number Quiz	Quiz	94%	08/09/2013	-
HW #1 Online	Homework	100%	08/15/2013	-
Quiz 0-2, 0-13, 1-1, 1-2	Quiz	94%	08/15/2013	-
Classwork 8/12-8-16	Homework	100%	08/16/2013	-
Mid-Chapter 1 Test	Test/Project	100%	08/21/2013	-
Classwork 8/19-8/23	Homework	100%	08/23/2013	-
HW #2 Relations and Functions online	Homework	87%	08/26/2013	-
Quiz 1-5 to 1-7	Quiz	95%	08/27/2013	-
Chapter 1 Test	Test/Project	100%	08/29/2013	-

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NOTE: Assignments and grades will appear in ParentCONNECT as teachers enter them into their electronic gradebook, PowerTeacher. Please contact your child's teacher if you have specific questions about an assignment, but please allow the teacher sufficient time to enter assignment and grades data.

Progress Reports and Report Cards

General Tab

- Electronic copies of past progress reports and report cards for the current school year
- Defaults to current grading period

Choose Student: [Dropdown]

Select the appropriate grading period.

Click the drop-down to select another student.

Marking Period	Course	Course Title	Potential Course Credits	Credits Earned	Report Card Grade	Teacher
Conduct	12344	Int Gifted 08	-	-	E	
	12682	Homeroom 08	-	-	E	
	14399	U.S. History 8 Hon	-	-	S	
	18605	Latin I Honors 08	-	-	S	
	2084	Pre-Algebra 08 Hon	-	-	S	
	2166	Science 08 Honors	-	-	S	
Course Grade	50105	Symphonic Band 6-8	-	-	E	
	12344	Int Gifted 08	-	-	79.000	
	14399	U.S. History 8 Hon	-	-	83.000	
	18605	Latin I Honors 08	-	-	89.000	
	2084	Pre-Algebra 08 Hon	-	-	84.000	
	2166	Science 08 Honors	-	-	91.000	
	50105	Symphonic Band 6-8	-	-	100.000	

Student Schedule Tab

- Shows Student's Class Schedule

Term	Course ID	Course Title	Period	Teacher Name
YR/CL/Grading Period				
	089685	Homeroom 08	1	
	030827	Vocal Music 8-180	2 MTRF	
	100852	PHY ED Major 8-180	2 W	
	683202	Phys Sci 08 Hon	3	
	673021	Spanish I Hon 08	4	
	020801	Lang Arts 08 (APEX)	5	
	000814	Int Soc Stud 08	6	
	683102	Algebra I Hon 08	7	
	229304	Lunch 08	8	

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Attendance

The Attendance page shows a monthly calendar with symbols for tardies, unexcused absences, and excused absences. Use the drop-down list to select another month. You can also view monthly attendance reports and summaries for the week, month, and school year.

Calendar Tab

- Click the attendance icons in the calendar to see detailed information. You can also hover your cursor over the icon to see the details.
- Attendance for both Daily and Period absences are indicated on this page. The legend below indicates whether the attendance event was for a Tardy, Unexcused Tardy, Unexcused Absence or Excused Absence. To see the detail regarding these absence events click on the Report Tab. This will list all of the attendance events for the day, including whether the mark is for Daily or Period attendance and whether the tardy mark is Excused or Unexcused.

Select the appropriate month.

Click the drop-down to select another student.

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
							1
							2
3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26
27	28	29	30	31			

Click on attendance items in calendar to see detail information

Tardies - 0 Unexcused Tardies - 0 Unexcused Absences - 0 Excused Absences - 0

Report Tab

- View detailed information about absence events.
- Shows the breakdown of the attendance types from the Attendance Page.

Summary Tab

- View attendance events for a specific date range for each period.

Discipline

Discipline Summary

The Discipline page summarizes current and past disciplinary incidents.

- Click on the Discipline Date or Description to see the details.

Discipline Summary

Date	Description
09/04/2013	24- Rules Violation

Click on the Discipline Date or Description to see the details.

- The Discipline Details page will appear once the Discipline Date or Description is clicked.

Return to Discipline Summary

Discipline Details

Incident Number	905564
Incident Date	09/04/2013
Referred By	
Referral Date	09/04/2013
Incident Location	Gym
▼ Discipline Events	
▶ 24- Rules Violation	
▼ Discipline Actions	
▶ 2- Conference with Student	

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School Info

General Tab

- View the address and phone number for the school.

Announcements Tab

- View district announcements. School-specific announcements will be communicated to parents via other methods.

My Account


Using the My Account link in the upper, right-hand corner, you can change your password, your email address(es), and choose which email alerts you would like to receive.



Change Password

From the Change password area, enter your **New Password** and **Confirm Password**. The same password must be entered in both places. Passwords must be between 8-20 characters.

Click the **Submit** button.

Change Password

 New Password:

 Confirm Password: 

If you would like to specify a new password, simply type in the name of the new password, and repeat the password in the confirmation password text box.

NOTE: Your password must contain at least 8 characters and be no longer than 20 characters.

E-mail address


To receive alerts for attendance events or discipline events, you must enter an email address. Notifications will be sent to the email provided.



Enter an email address in the **Primary E-Mail** field. Enter a **Secondary E-Mail**, if applicable.

Click the **Submit** button.

NOTE: This process only provides emails for ParentCONNECT alerts. Using this function, will NOT change your email address in the student information system (PowerSchool SMS). Please contact your child's school to have you email address updated in the student information system.

E-Mail Addresses

 Primary E-Mail:

 Secondary E-Mail: 

The e-mail addresses specified above will be used for the delivery of any messages sent from ParentCONNECTxp. This currently applies to only those alert notifications you have enabled below and messages sent to internal ParentCONNECTxp contacts.

NOTE: Entering both primary and secondary e-mail addresses will cause alert messages to be sent to both addresses simultaneously.

Alert Notifications

Select the events you would like to subscribe to.

Click the **Submit** button.

Change Alert Notifications:

Select the events you would like to subscribe to. If any of the selected events occur for a student that you are able to view, a notification will be sent to the email address identified on this page.

<input checked="" type="checkbox"/>	Discipline Incidents
<input type="checkbox"/>	Unexcused Absences
<input type="checkbox"/>	Tardies

[Submit](#)

Sign Out

To log out of ParentCONNECT, click on the Sign Out button at the top right of the page.

>>> FOR ADDITIONAL ASSISTANCE, PLEASE CONTACT YOUR CHILD'S SCHOOL.