

Zama American High School
USAG- J Unit 45005
APO AP 96343-5005

30 November 2010

Subject: Student Grades and GradeSpeed

To Parents of ZAHS Students:

Zama American High School is participating in the new GradeSpeed Parent Connection program which allows you to see your student's grades and assignments.

In order for you to see your student's grades, you first need to complete an application. Follow the directions on the next page and please give us a week to process the application.

Please note the following points regarding the GradeSpeed Parent Connection:

- I suggest you give your student access to his or her account so that all of you can see the grades at any given time.
- Note that if you have more than one student at ZAHS, you will have to add the second student to the original account; it will not automatically be done.
- It may sometimes take a day or two for a grade to be "locked into" GradeSpeed after it is entered by a teacher. For example, an assignment that is entered into the system on Monday may not show on the Parent Connection until Tuesday or Wednesday.
- Keep in mind also that some teachers will not be making changes to their grades on a daily basis.

If you have any problem completing the application, or if you have problems accessing the GradeSpeed Parent Connection once your application has been accepted, please contact the high school registrar at 263-3181.

I hope you find that the Parent Connection keeps you adequately informed about your student's grades. I will be glad to hear your impressions about this communication device. Feel free to contact me at 263-3181 or email me at candice.wojciechowsky@pac.dodea.edu.

Candice Wojciechowsky

Candice Wojciechowsky
Principal

Requesting an Account in ParentConnection

Audience: Parents/Guardians **Estimated Time taken to Perform Process:** 5-10 Minutes **Note:** After you complete your request, your account will be active but it will not display student information until it has been approved by school level personnel.

I. Access GradeSpeed Sign-In

A. On your computer, open internet explorer and enter this address in the address line:
<http://dodpacific.gradespeed.net>



B. The 'Sign In' screen appears. Click on 'Parent' to begin.

C. Once the 'Sign In to ParentConnection' screen opens, switch to "Department of Defense Pacific" using the drop down arrow. Look to the lower left and click on 'Click here to sign up'.

II. Parent Account Signup

A. The 'Parent Account Signup' window opens. Follow the directions noted on the screen to fill in the required fields. At this point, you may want to have a pen and paper ready in order to record the username and password you have chosen. This way you have the information ready for the next time you choose to

login to ParentConnection. You can add multiple e-mail addresses to your ParentConnection account. **Important Note: The primary email addresses entered in the signup must match the sponsor's email on file at the school.** When you are finished, click 'Sign Up' to submit your application.

Username:	<input type="text"/> *	Your First Name*:	<input type="text"/> M.I. <input type="checkbox"/>
Password:	<input type="text"/> *	Your Last Name*:	<input type="text"/>
Confirm Password:	<input type="text"/> *	Your Address*:	<input type="text"/> <input type="text"/>
		City:	<input type="text"/>
		State*:	Armed forces Pacific ▾
		Zip*:	<input type="text"/>
		Primary Phone:	<input type="text"/>
		Alternate Phone:	<input type="text"/>

Email Addresses

Please click the button below to add an email address to this account. You must have at least one email address in this account.

[Sign Up](#) | [Cancel](#)

III. Add a Student to Your Account

A. After completing the 'Signup', you will enter the ParentConnection welcome screen. Look to the bottom of the page and select 'Add a student to my account'.

Welcome to ParentConnection

Department of Defense Pacific

Select a section:

- [Grades](#)
- [Attendance](#)
- [Calendar](#)
- [My Settings](#)

You are currently logged in as **sampleparent**.

[\[Log Out\]](#)

Welcome to GradeSpeed ParentConnection!

Use the links on the left to view information about your students or to manage your account. Use the dropdown box to select which student you are currently viewing.

Your account currently does not have any students associated with it, or access to students has not yet been approved. Please click below to add students to your account.

Add a student to my account

B. Fill out the 'Application for Access to New Students' noting the instructions provided in the window. Pay close attention to enter the student name and birth date exactly as it appears in school records. Click 'Submit' to finish.

Welcome to ParentConnection

Department of Defense Pacific

Application for Access to New Students

Please add the information below for each new student you wish to apply for. All fields are required, and please enter the information accurately. This information will be compared against student records as a qualification for approval. **Please do not use nicknames, but rather the student's full legal name.**

Select a section:

- Grades
- Attendance
- Calendar
- My Settings

You are currently logged in as **sampleparent**.
[Log Out]

Student First Name: Student *

Student Last Name: Sample *

Campus: SHAPE High School *

Date of Birth: 07/09/1992 * MM/DD/YYYY

Submit | Cancel

C. If you enter the student information correctly, an alert will appear indicating the request is pending approval.

If you did not enter the information correctly, the error below will be displayed, and you will have the option to change the information.



as it appears in school records. You then have the option to change the information and re-submit.

D. Upon successfully submitting your application, a new screen will open showing the current students associated with your account. Notice the status of 'pending' will appear until school personnel have reviewed, approved and activated your account. Should you have additional children at the same or another DoDDS school, you can click on the 'Add Students' button to request access to them as well.

IV. School Confirmation

A. Upon receipt of school personnel information, records on file will be reviewed. If access is approved, an email message will be sent to the email address provided when you signed up.



your application, will review your information and verify that you have access to the student selected.

Current Students:

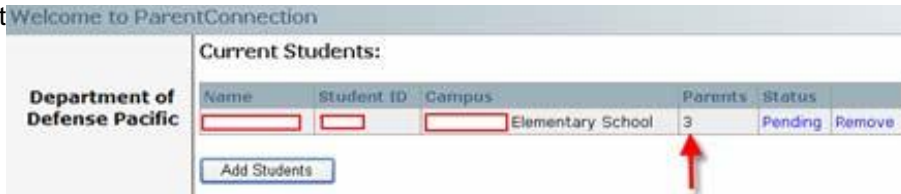
Name	Student ID	Campus	Parents	Status	
Sample	00000	Kacena Middle School	1	Pending	Remove

Add Students

B. If you would like to see the number of accounts that have requested access to your child's information, note the 'Parents' column in the 'Current Students' screen. In this example, there have been 3 requests. If you find that this number is greater than the amount of accounts you have requested, please contact the school to confirm which accounts should be active and which requests should be deleted. This number does not necessarily indicate the number of active accounts with access, but the number of requests made for access to the student.

V. Account Settings

A. Anytime you login to your



account, you can access the 'My Settings' page by clicking on the link to the left of your screen as shown below. On this screen, you can reset your password as needed and view your account profile.



VI. Student Grades

A. To access student grades, first select the 'Current Student' from the dropdown list on the left side menu of the screen. Then click on the 'Grades' link under 'Select a section'. Once the screen appears, you can review assignment data for each class by clicking on the overall score for each cycle/quarter. This will open the detail area near the bottom of the page that shows all assignments divided by category. Any notes or comments for the assignments or grades will also appear.

Welcome to ParentConnection

Department of Defense Pacific

Current Student:

Select a section:

- Grades
- Attendance
- Calendar
- My Settings

You are currently logged in as [Log Out]

Student Grades:

(Elementary School)

Teacher	Course	Period	Cycle 1	Cycle 2
<input type="text"/>	Art 4 (4A)	1	92	
<input type="text"/>	Health Education 4 (4A)	1	80	
<input type="text"/>	Int Lang Arts-Read 4 (4A)	1	55	
<input type="text"/>	Intercultural Ed 4 (4A)	1		
<input type="text"/>	Life Skills 4 (4A)	1	77	
<input type="text"/>	Mathematics 4 (4A)	1		
<input type="text"/>	Music 4 (4A)	1		
<input type="text"/>	Physical Education 4 (4A)	1		
<input type="text"/>	Science 4 (4A)	1		
<input type="text"/>	Social Studies 4 (4A)	1	83	

Life Skills 4 (4A) (Period 1) 77

Grades 100 %

Assignment	Assigned	Due	Grade	Note
4	Aug-29	Aug-30	55	
5	Aug-29	Aug-30	99	
Test Assn 1	Sep-4	Sep-5		
			Average	77

Comments
Music Participation - P
Shows good sportsmanship - /

VII. Emailing a Teacher

A. To email a teacher, you can select the teacher name (blocked for privacy in this example) from the list on the Student Grades screen. This will automatically open your email account utility (if a default is setup on your computer) and add the teacher's email address in the 'To:' line of a blank message. You can then add a message and send as you see fit.

Welcome to ParentConnection

Department of Defense Pacific

Current Student:

Select a section:

- Grades
- Attendance
- Calendar
- My Settings

Student Grades:

(Elementary School)

Teacher	Course
<input type="text"/>	Art 4 (4A)
<input type="text"/>	Health Education 4 (4A)
<input type="text"/>	Int Lang Arts-Read 4 (4A)
<input type="text"/>	Intercultural Ed 4 (4A)
<input type="text"/>	Life Skills 4 (4A)
<input type="text"/>	Mathematics 4 (4A)
<input type="text"/>	Music 4 (4A)
<input type="text"/>	Physical Education 4 (4A)
<input type="text"/>	Science 4 (4A)
<input type="text"/>	Social Studies 4 (4A)