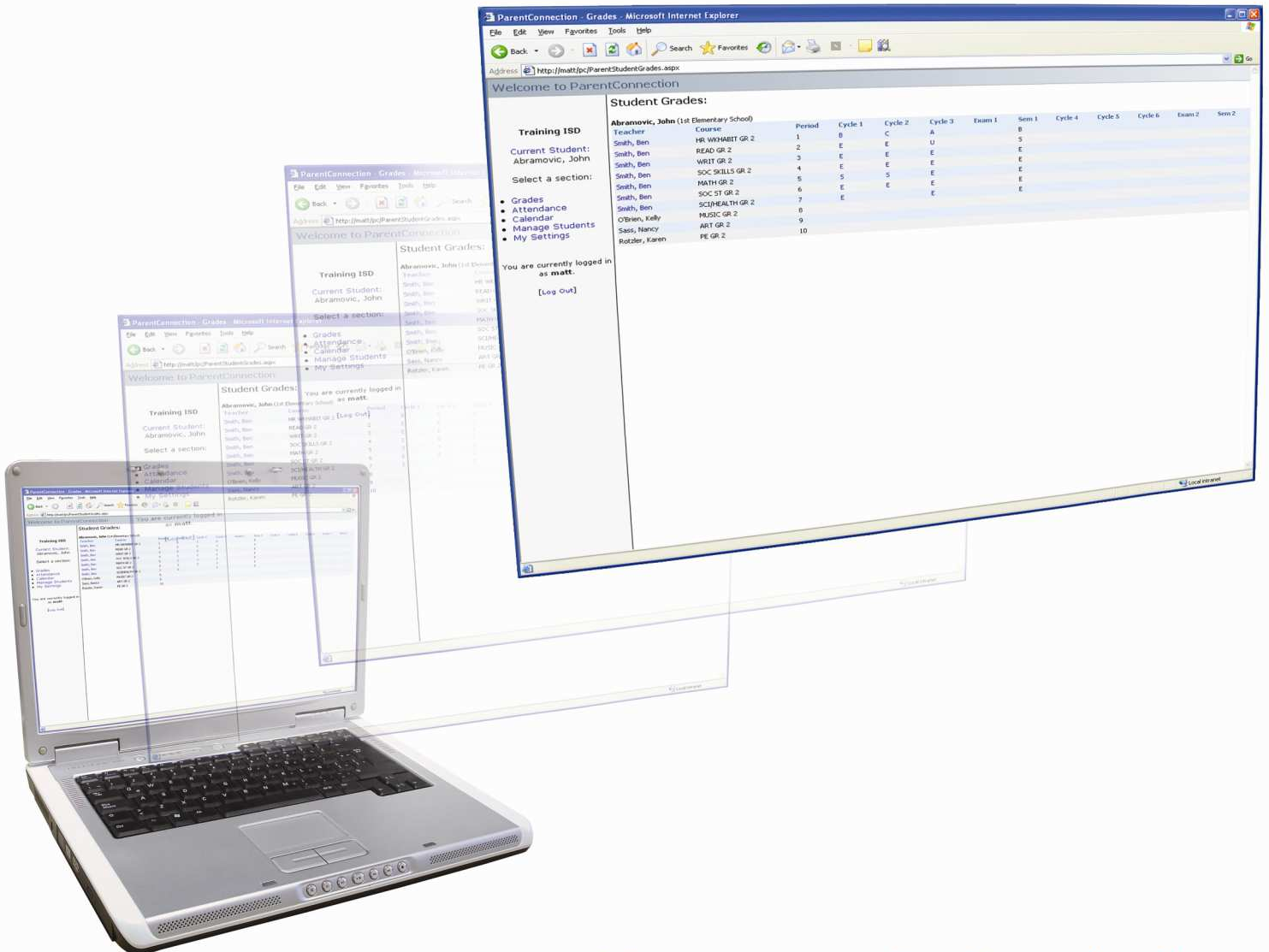# User Guide

GradeSpeed™.NET 4.0
ParentConnection Docs

"Campusware™ offers the finest in teacher and parental access with the most user-friendly format in the industry."
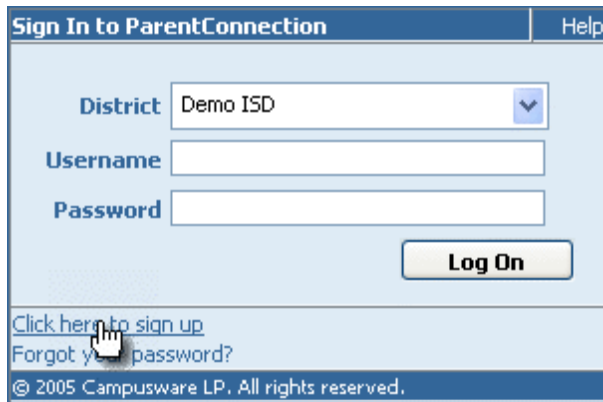
Table of Contents

Parents
Creating a Parental Account

Every campus has a different GradeSpeed URL. Log on to your campus' specific GradeSpeed address and click the "**Click here to sign up**" link.

After selecting **Click here to sign up**, the following screen will appear:

Parent Account Signup   Help

Please enter accurate information in the following fields. This information will be compared against student records as a qualification for approval. Items with a * are required. **Please do not use nicknames, but rather your full legal name.**

Username:		*	Your First Name:		* M.I.
Password:		*	Your Last Name:		*
Confirm Password:		*	Your Address:		*
Password Requirements:	Minimum Length: 6			
			City:	* State: Texas *
			Zip:	*
E-mail:		*	Primary Phone:	*
Confirm E-mail:		*	Alternate Phone:	

User Agreement:

Enter agreement here

☐ I agree to the above terms of usage *
(You must check the above box in order to proceed)

Sign Up | Cancel

Fill in all required fields. Please note that before creating an account, all users must agree to any terms of usage (displayed in the user agreement) that the school may specify. Also please note the **Password Requirements** displayed below the blank password field.

Click **Sign Up**. The following notification will appear:

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ParentConnection Email Verification

Current User:

We sent a verification code via email to:

| tofutest@mail.com | Resend |

Please enter the code below to continue

| | Continue |

Return to Login

Check the email account that you used when signing up. You should have received an email containing a verification code for your ParentConnection account.
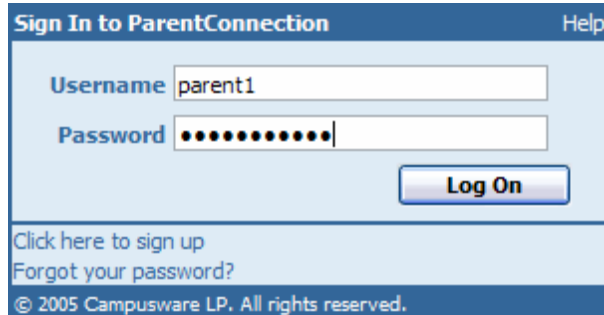
Enter the **Verification Code** into the indicated field.

Please enter the code below to continue

| Tkeht8dlekhtkd8092 | Continue |

After the account has been created, the new user will be taken to the parent interface.

Logging on to ParentConnection

To log on to **Parent**Connection, enter your username and password into the blank fields of the login screen, then click **Log On**.

To retrieve the password for an account that has already been created, click the "**Forgot your password**" link. You will then be prompted to enter your email address. If this email address matches the address listed in your account profile, the password will then be sent to that address.

To create a new parent account, select "**Click here to sign up**."

Tools for Parents

Once your account has been created, the following screen will appear:

If this is a brand new account, there will be no students associated with it yet. To submit a request to add a student to your account, click the "**Add a student to my account**" link. For a complete explanation of the process of adding a student, read the "**Apply for access to a student section**" of this manual.

If this is an older account with students already associated with it, the login screen will look like this:
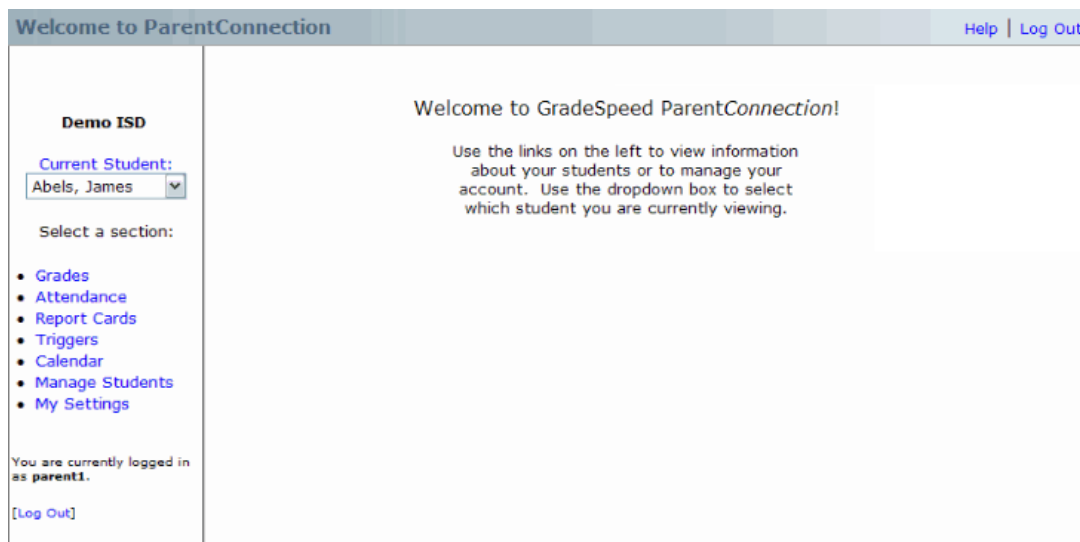
If your account has multiple students associated with it, you may select the desired student from the **Current Student** drop-down menu.

All of the main features of ParentConnection can be accessed simply by clicking the appropriate link in the toolbar on the left side of the page. Please note that not all of these links may be visible for your campus.

Grades - click to view grade information for the **Current Student**.

Attendance - click to view attendance information for the **Current Student**.

Report Cards - click to view your student's report cards.

Triggers - click to set up grade and attendance notification.

Discipline - click to view your student's discipline records and history.

Calendar - click to view attendance events in a calendar display.

Manage Students - click to manage associated students or add new students.

My Settings - click to edit the parent account information (name, address, email, password, etc.)

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Apply for access to a student

To request access to a student's records, fill out the form shown below:

Application for Access to New Students

Please add the information below for each new student you wish to apply for. <u>All fields are required</u>, 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.**

Student ID:	___ *
Student First Name:	_____ *
Student Last Name:	_____ *
Student Address:	_____ *
City:	_____ *
State:	Texas ▼ *
Zip:	___ *
Campus:	Select One ▼ *

Submit | Cancel

As indicated on this screen, every field is required in order to submit this application. Take care that all data is accurate. Access to your student's grades will be approved or denied based on the information in this application. The school administration will be unable to approve access to this student if any information is missing or incorrect. Please also note that the school administration may under certain circumstances deny access to the student's grades even if all information is accurate.

After filling all required fields, click **Submit**, located near the bottom of the screen. Depending on how your child's school has configured their system, your request may be processed automatically or it may be processed by a campus administrative user.
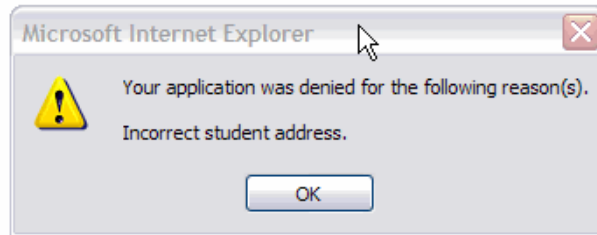
If requests are processed automatically, you will be notified immediately that your request was either approved or denied.

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.**

Student ID:	201314 *
Student First Name:	John *
Student Last Name:	Abramovic *
Student Address:	123 Schoolsville *
City:	San Antonio *
State:	Texas *
Zip:	78248 *
Campus:	1st Elementary School *

Submit | Cancel

Microsoft Internet Explorer

⚠ Your application was denied for the following reason(s).

Incorrect student address.

OK

If your request was approved, you will be granted access to the student's records.

If requests are processed by campus administrators, the status of your request will be set to **Pending**. You will receive an automated email informing you when an administrator has either approved or denied your request.

If your request is approved by either method, the student's name will appear in the top left corner of the main page and you will be granted access to the student's records. If your request is denied by either method, you will receive an email referencing why your application was denied. You must then fill out and submit the application again, replacing all incorrect data with valid information.

At any time after submitting a request, parents can see the status of the application by clicking Manage Students.

Viewing Student Grade Information

To view grades for one of your active students, select the desired student from the drop-down list labeled **Current Student**.

Click **Grades**. The following screen will appear:

This view displays the student's courses, the names of the student's teachers, the period in which each course takes place, and the student's average grade for each cycle in each course. To view details about an average grade, click the grade that is highlighted in **bright blue**. The following expanded information will appear below the average grades:

Student Grades:

Student: Abels, James

Course	Teacher	Period	Cycle 1	Cycle 2	Cycle 3	Exam 1	Sem 1	Cycle 4	Cycle 5	Cycle 6	Exam 2	Sem 2
GEOMETRY	BYRD, D.	1	92	56	97		92	76				87
LATIN I	LEHMANN, N.	2		93			93					
COMM APP	KLUMPP, C.	3	89	80			85					
ENGLISH I	CRENWELGE, S.	4										
WORLD GEO	OSTOS, B.	5										
BIOLOGY	CHRISTIAN, R.	6			A							A
FOOTBALL 9	BYRD, D.	7										

Teacher: Clark Malvern   Course: GEOMETRY

Category	Assignment	Points Possible	Points Earned	Due	Assigned	Note
assignments	semester exam	100		Oct-11	Oct-11	
	study for test	100		Oct-12	Oct-11	
	textbook probs. 1-15	15		Oct-12	Oct-11	
	bring teacher candy	1		Oct-12	Oct-11	
	extra credit	2	exc	Oct-29	Oct-28	
	textbook page 60 probs 1-15	15	100	Sep-13	Sep-10	
	Average:		100 (25%)			
daily quiz	pop quiz	100	85	May-21	May-21	
	Average:		85 (25%)			
participation.	(No Grades) Average:		-- (20%)			
tests	textbook page 65 problems	15	100	May-22	May-21	
	chapter 2 test	100	100	May-22	May-21	
	chapter 3 test	100	75	May-28	May-28	
	Average:		91.67 (30%)			

This expanded view also displays any assignments that the student has received, grade information for assignments, exams, and tests, six-week averages, and relevant dates. Teachers can also enter notes for parents to read. If a teacher's email address has been entered in that teacher's profile, parents can click the teacher's name to send the teacher an email. Parents will be able to tell if a teacher has this email accessibility because the teacher's name will be highlighted.

Viewing Student Assignment Information
(added 11/21/07)

All student assignments are available for parents to monitor in GradeSpeed; past, current, even future assignments are available for viewing. Click the Assignments link in the left toolbar to access the "Assignments" page.

Ben ISD

Current Student:
Abramovic, John

Select a section:

- Assignments
- Grades
- Attendance
- Report Cards
- Triggers
- Calendar
- Manage Students
- My Settings

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

[Log Out]

By default, the "Upcoming Assignments" list will appear.

In addition to the "Upcoming Assignments" list, "Recent Assignments," and individual class assignment lists can all be pulled using the **Display** dropdown list at the top of the page.

If using an "individual class" view, the Grading Cycle in which to view assignments can be selected using the designated dropdown list.

Teachers can also attach documents to individual assignments in their gradebooks. These documents are also available to parents in ParentConnection. If an assignment has one or more attached documents, they will appear on the Assignment page and will be available for download.

Viewing Student Attendance Information

To view attendance data for one of your active students, first select the desired student from the drop-down list labeled **Current Student**.

Click **Attendance**. The following screen will appear:

This screen displays dates and periods during which an attendance code was entered for the student.

Report Cards

Parent*Connection* allows you to download and view your student's report card online.

To view the report card, click the hyperlinked text underneath the **Format** column heading. The report card will open up in either Microsoft Word (Microsoft Works and Google Writely can both be used to view DOC files if Word is not installed on your computer) or Adobe Acrobat Reader. The format is determined by the school.

Triggers

The **Triggers** tool allows you to receive notification if your students' grades dip below a certain threshold, or if your students are marked absent or tardy.

First, choose a student from the **Current Student** drop-down list. If you only have one student associated with your account, it will already be set.

Trigger Options

To set the system to monitor your student's grades, check the box marked **Watch Grades**.

Use the radio buttons to indicate whether you want notification for a high grade threshold (for example, you want notification when your student's grade rises above a 95) or a low grade threshold (you want notification when your student's grade drops below a 70).

Next, enter the grade threshold that will trigger the notification.

You can also check the box marked **Watch Attendance** to receive notification when your student is marked absent or tardy.

Notifications

You can choose to either receive an email or a phone call when your trigger is "tripped."

To receive an email when your trigger is "tripped," check the box marked **Send E-mail**.

To receive an automated phone call when your trigger is "tripped," check the box marked **Phone Call to**. Please note that this option will not be available at all schools - contact your school if you have questions about automated voice notification.

To receive a text message to your cell phone when your trigger is "tripped," check the box marked **Send Text Message to** and enter the appropriate cell phone number in the text fields to the right.

Once your student's trigger is set to your liking, click **Update**. The trigger will be turned on.

Discipline

This feature will soon be available at campuses using **GradeSpeed.NET**'s **Discipline** module!

Calendar

To view calendar data for one of your active students, first select the desired student from the drop-down list labeled **Current Student**.

Click the **Calendar** link on the left. The following screen will appear:

Any dates with attendance events will be highlighted, as shown above. To view the attendance records for that day, click in the highlighted date field. Information related to the attendance event will be displayed on the right:

Administrators also have the ability to add school-wide events and important dates to the calendar. Not all calendar events will be attendance-related.

Manage Students

After creating their accounts, parents can add student associations to their account or manage existing student associations. To do so, parents should select **Manage Students** from the menu on the left. The following screen will appear:

Current Students:

Name	Student ID	Campus	Parents	Status	
Abel, Frank	1595	Training	1	Denied	Remove
Abels, James	1048	Training	1	Active	Remove

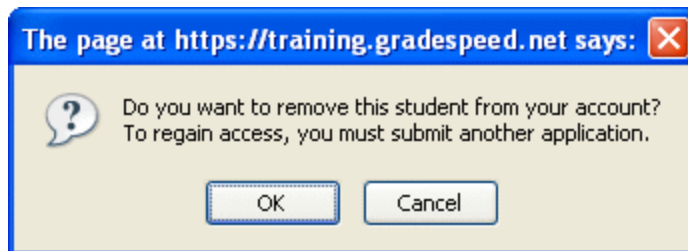Add Students

Request to add a student

To add a student to the account, click the **Add Students** button to display the application form. Parents can also access this form by clicking "**Add a student to my account**" from the Main Page.

Remove a Student

To remove access to a student listed here, click **Remove**. A window will appear to confirm this action.

The page at https://training.gradespeed.net says:

Do you want to remove this student from your account?
To regain access, you must submit another application.

OK   Cancel

Once a student has been removed, all parent-entered information is lost and a new application must be filled out and submitted for approval.

After the application has been submitted, the parent must wait for the request to be either approved or denied. The approval process may be automated, or it may be done manually by the school administration. Until the access to the student's grades has been approved, the parent will be unable to view any information about that student.

Once the request to access a student's grades has been approved, the students' status will be listed as **Active**. The parent will then be able to view grade and attendance (if applicable) information for the student.

Denied Student - Re-submit Application

If the request to access a student's grades has been denied, the student's status will be listed as **Denied**. To edit the application information, the parent must click the hyperlinked **Denied** status indicator. The following window will appear:

Edit Application for Frank Abels   Close Window
Application Status: **Denied**
Messages: Make any necessary changes and click save:
 (4/1/2005 2:26:56 PM)   Student ID: 1030   *
 parent1: Names do not match
                                    Student First Name: Frank   *

                                    Student Last Name: Abels   *

                                    Student Address: 15303 Huebner Rd Ste 11   *

                                            City: San Antonio   *

                                            State: Texas   ▼ *   Zip: 78248   *

                                    Campus: Training ▼ *

Add message: SSN: 123-45-6789   *

                                    Date of Birth: 12/12/89   *

Send   Save | Cancel

The parent can re-enter or edit the student information seen on the right side of the
window. Once any changes have been made, the parent should click **Save**.

The comments in the text box on the left side indicate the reason that the application
was rejected. The text field at the bottom left allows the parent to submit comments
along with the edited information. To re-submit the application, click **Send**.

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My Settings

Parents can select **My Settings** from the menu on the left to view and edit their account information.

To reset the account password, click **Reset Password**. The following window will appear:

Simply enter the old password and new password as indicated, then click **Change Password**.

To edit contact information, simply make the changes in the appropriate fields. Once all desired changes have been made and all the information is correct, click **Save**.
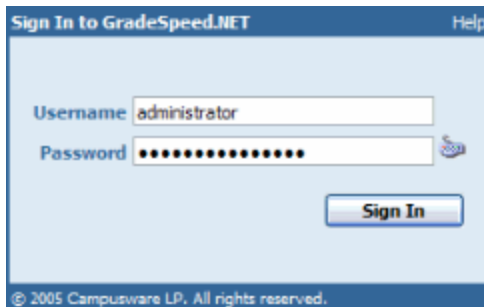
Administrators
Administrator login

To log in to **Parent**Connection* as an administrator, navigate to your campus' main **GradeSpeed.NET** login page. Select **Administrator**, and enter the appropriate username and password.

* NOTE: keep in mind that the **Parent** choice that may be available on the main **GradeSpeed** login page is only for parents to log in. **GradeSpeed** or **Parent**Connection* administrators should always log in with the **Administrator** choice.
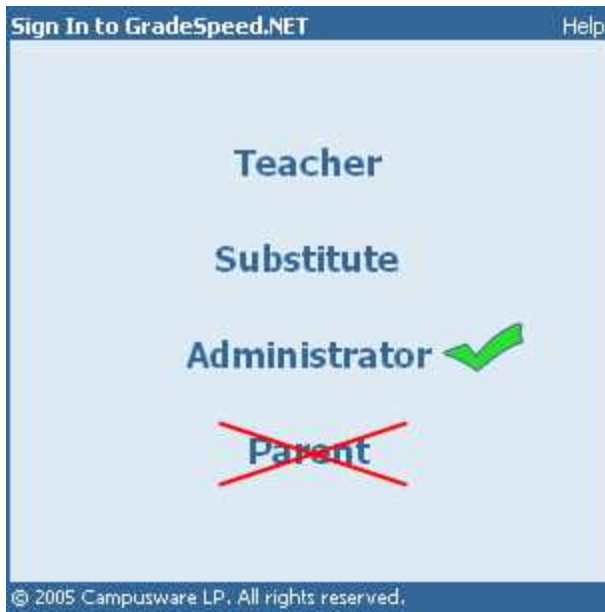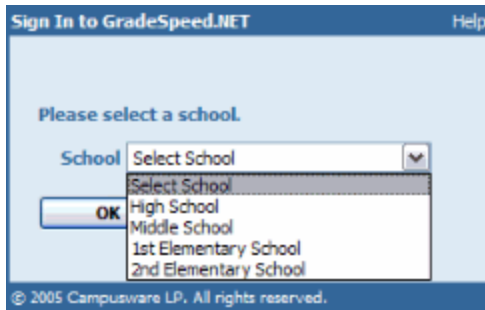

Enter the appropriate user name and password:

If the account has been granted access to **Parent**Connection* by a system-level administrator, a page similar to the following may appear:
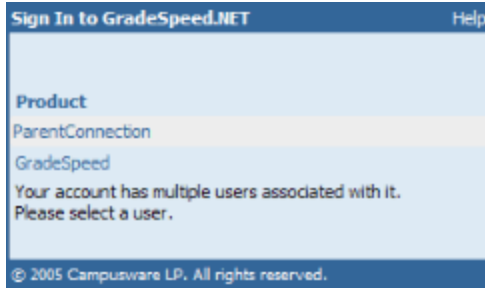
Select **Parent***Connection*. If the account has access to multiple campuses, choose the appropriate campus from the drop-down list.

Click **OK** to log into **Parent***Connection* as an administrative user.

Tools for Administrators

Overview
Unlike parent accounts, which can be created by the parents themselves, administrative accounts are managed through **GradeSpeed.NET**'s **User Management** module. **Parent**Connection's administrative tools can be accessed using the same login identity used for **GradeSpeed.NET 4.0**.

The following items can be accessed from the main **Parent**Connection administrator menu. Click the links for more detailed information about each function.

User Management
Current Users
Create Users

Student Management
Students

Applications
Active
Pending
Denied
Suspended

Settings
Calendar
Server Settings
Statistics

Current Users

The **Current Users** screen will be displayed immediately after the user has logged into **Parent***Connection* as an administrator. This page can also be accessed by clicking the "**Current Users**" link in the toolbar on the left side of the screen.

Current Users

Results per page: 25 ▾

			1				
Parent Name	**Username**	**Students**	**Signup Date**	**Status**		
Alexander, Hedda	halexander	1	8/26/2005 1:56:10 PM	Active	Edit	Delete
Bailey, Bill b	Parent6	2	6/3/2005 1:35:18 PM	Active	Edit	Delete
Colacurcio, JoAnne	fhockey11	0	7/8/2005 7:16:40 AM	Active	Edit	Delete
Parent, Jane Y	parent2	0	5/10/2005 9:14:30 AM	Active	Edit	Delete
Parent, Joe Q	parent1	3	5/10/2005 9:13:15 AM	Active	Edit	Delete
Parent, Sally	parent33	3	6/14/2005 8:01:02 AM	Active	Edit	Delete
Parent, Sample	Parent2929	3	6/14/2005 7:56:44 AM	Active	Edit	Delete
Smith, Ben	test1	0	8/22/2005 11:36:47 AM	Active	Edit	Delete
Smith, Benjamin K	parent4	0	9/2/2005 10:47:46 AM	Active	Edit	Delete
			1				

This screen displays all the parent accounts that are currently active.

Deleting a Parent Account
To remove a parent's account entirely, click **Delete**. The following window will appear:

Windows Internet Explorer

? Are you sure you want to delete this user?
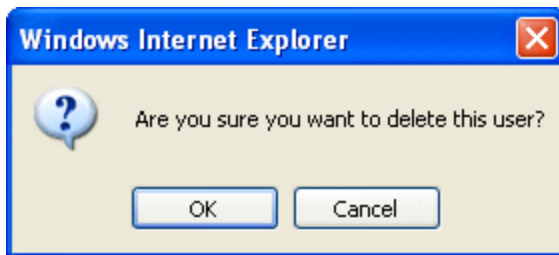
OK   Cancel

Click **OK** to delete the account, or **Cancel** to leave the account in place and return to the **Current Users** screen.

Editing a Parent Account
To view or edit the information in the parent's account, click **Edit**. The parent's account information will appear.

General
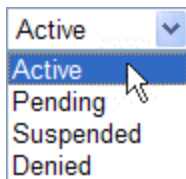This screen displays the **General** information attached to the parent's account.

Click **Save** to store any changes that have been made to the parent account. Click **Save & Close** to immediately return to the main screen after storing the changes. Click **Close** to return to the main screen and discard any changes that have been made since the last **Save**.
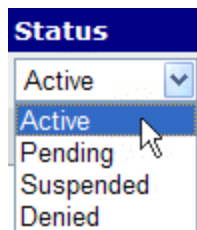
Students

This screen displays information related to any students that are already associated with the parent's account.

To change the **Status** of a student in the parent's account, select the appropriate **Status** from the drop-down menu. *(Note that although this drop-down list is identical to the one on the parent account profile screen, it does not control the same thing. The drop-down list here controls the status of a student within a parent's account. The drop-down list on the parent account profile screen controls the status of the parent account itself.)*

To remove the student from the parent's account, click **Remove**. Since this action cannot be reversed, users must confirm the removal by clicking **OK**.
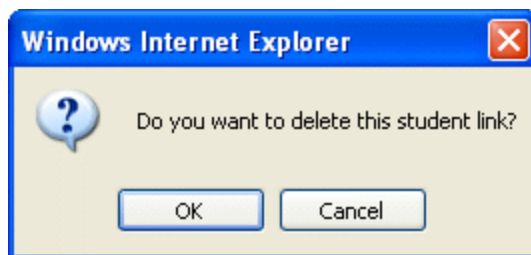
Click **Save** to store any changes that have been made to the parent account. Click **Save & Close** to immediately return to the main screen after storing the changes. Click **Close** to return to the main screen and discard any changes that have been made since the last **Save**.

Add Students

This screen allows administrators to add students to a parent's account directly.

Administrators must first specify which campus the desired student attends. To choose the campus, select the appropriate campus name from the "**Campus**" drop-down list at the top. Then, locate the student or students in the list below and use the "right" arrow button in the center of the screen to transfer them into the **Students to Add** list. If a student is added to the list by mistake, click on his or her name and click the "left" arrow button to remove him or her from the **Students to Add** list.

In this way, the administrator is able to add students to a parent's account without any delay or approval process. Any students added this way will appear in the parent's account immediately, and the student's **Status** will be listed as "Active" in the administrator view.

Click **Save** to store any changes that have been made to the parent account. Click **Save & Close** to immediately return to the main screen after storing the changes. Click **Close** to return to the main screen and discard any changes that have been made since the last **Save**.

Notes

The **Notes** tab allows the administrator to enter text that will be seen by either the parent or only by other administrators.

Click **Save** to store any changes that have been made to the parent account. Click **Save & Close** to immediately return to the main screen after storing the changes. Click **Close** to return to the main screen and discard any changes that have been made since the last **Save**.

Create a Parent Account

The "**Create User**" screen allows administrators to create a parent account directly. To maximize the benefit of **Parent**_Connection_'s administrative efficiency, schools should strongly encourage parents to create their own accounts online, rather than forcing the administrators to create each account manually.

Administrators should only manually create parent accounts if:

    a. the parent is for some reason unable to create one online
    b. the parent is present at the school and requests that an account be created at that time

The **Create User** screen is displayed below:

To create the user account, fill in all required fields. Required fields are indicated with a red asterisk. If possible, collect the parent's email address as well in order to enable the administrators to use the **Send E-mail** link in the administrator view of the parent's profile. The administrator must determine at this time if the parent's account should be activated upon creation, allowing the parent to log in immediately, or if the account should be set to **Pending** or **Denied**. Click here for an explanation of the various user **Status** settings.

Once all information has been filled in, click **Create**. The new account will immediately open in Edit mode so that the administrator has the option of manually associating students with the new account.

Once the account has been created and activated, the parent can log on to his or her new account via the **Parent***Connection* website, and the parent's name will appear on the list of **Current Users**.

Current Users

Results per page: 25

1						
Parent Name	**Username**	**Students**	**Signup Date**	**Status**		
Alexander, Hedda	halexander	1	8/26/2005 1:56:10 PM	Active	Edit	Delete
Bailey, Bill b	Parent6	2	6/3/2005 1:35:18 PM	Active	Edit	Delete
Colacurcio, JoAnne	fhockey11	0	7/8/2005 7:16:40 AM	Active	Edit	Delete
Parent, Jane Y	parent2	0	5/10/2005 9:14:30 AM	Active	Edit	Delete
Parent, Joe Q	parent1	3	5/10/2005 9:13:15 AM	Active	Edit	Delete
Parent, Sally	parent33	3	6/14/2005 8:01:02 AM	Active	Edit	Delete
Parent, Sample	Parent2929	3	6/14/2005 7:56:44 AM	Active	Edit	Delete
Smith, Ben	test1	0	8/22/2005 11:36:47 AM	Active	Edit	Delete
Smith, Benjamin K	parent4	0	9/2/2005 10:47:46 AM	Active	Edit	Delete
1						

Managing Students

The **Students** screen allows administrators to view student information and create associations between students and parent accounts. The screen will display a list of the names of all the students who attend a particular campus.

Administrators can specify the desired campus by selecting the campus's name from the drop-down list at the top left.
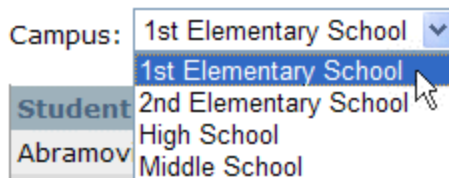
Administrators can also specify how many students to display per page by choosing 10, 25, or 50 from the "**Results**" drop-down list at the bottom left.
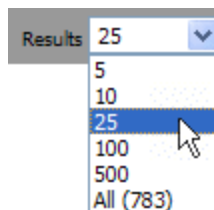
If there are more students than can be displayed on one page, administrators can navigate through the multiple pages using the arrows at the bottom of the screen. Notice that in the label, the last names that can be found on that particular page is displayed.
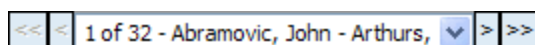
To view a student's information, click **Edit**. The following screen will appear:

General

The default **General** tab on this screen displays the information contained in the district database for this student. As shown above, this information cannot be edited by the administrator in **Parent**_Connection_.

Parents

The **Parents** tab displays any parents who are associated with the student being viewed.

To change the parent's status, choose the appropriate status from the "**Status**" drop-down list. For a complete explanation of user status, click here.

To remove the parent's access to the student's grades, click **Remove**.

Add Parents

The **Add Parents** screen displays a list of every parent account for the district, and allows the administrator to associate any of these accounts with the student currently being viewed. To associate a parent account with the student account, select the parent account from the list.

Use the arrow buttons at the center of the screen to move the desired parent or parents to the **Parents to Add** list. To remove a parent from the **Parents to Add** list, click and highlight the appropriate parent's name and then click the "left" arrow button.

This association will only give the selected parent(s) access to the student's grades if the parent's status is set to "Active." Once the desired parents have been moved to the **Parents to Add** list, click **Save** to make the association permanent. Click **Save & Close** to save recent changes and return to the **Student** screen. Click **Close** to discard all recent changes and return to the **Student** screen.

Upload Student Data
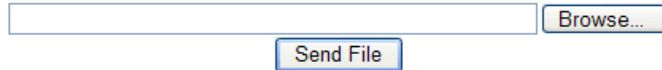
The **Upload Student Data** function allows administrators to import student information, such as Social Security numbers, that may not be contained in **GradeSpeed**. This information may be necessary if the district chooses to require parents to supply this information as an identifier before they are given access to

students' grades. These custom identifiers are designated in **Server Settings** -->
School Settings using the **Student Identifiers**.
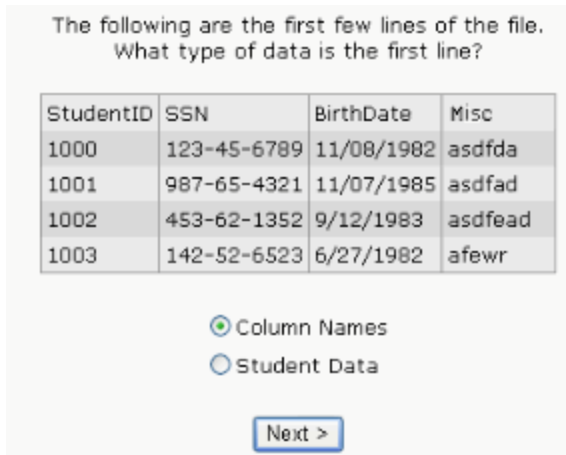
To access this feature, click the **Upload Student Data** link at the top right of the
Students screen. The following screen will appear:

The **Upload Student Data** feature requires that the file uploaded be a *.CSV file.
Click the "Browse" button and find the appropriate .CSV database file. Once the file
has been selected, click **Send File** to import the data. The following screen will
appear, displaying the first few lines of data in the file that has just been imported:

Select whether the first row contains the names of the columns or student data using
the appropriate radio button, then click **Next**.

Match the data to the appropriate identifier using the drop-down lists.

After this step has been completed, click **Next**. The following screen will appear:

Click **Finish** to import the data and return to the **Student** screen.

Denied Applications

If an administrator denies an application, the parent will be notified via email (if possible) and through a message in the **Manage Students** portion of the parent main page. The parent will then have the option to change the data and resubmit the application to the administrator.

The **Denied Applications** link in the toolbar on the left side of the screen will bring you to a page that displays the status of all denied applications for each campus. Select the desired campus from the drop-down list. The following screen will appear:

Note that the number of denied applications per campus will be displayed next to each campus selection in the drop-down list. To view the information associated with a denied application, click **Open** next to the desired application. The following screen will appear:

As shown above, any information entered by the parent that does not match the information stored in the **GradeSpeed** database will be highlighted in **red**. The message that the administrator entered at the time that the application was originally denied will appear on the left:

If the parent has made changes to the data after the original denial, they will be displayed on the right side. If the parent added comments when making those changes, they will be displayed on the left side with the administrator's comments.

(5/17/2005 2:16:20 PM)
parent1: Sorry, I wasn't paying enough attention.

If necessary, the administrator can respond to these comments using the **Add Message** text block at the bottom of the screen.

If the parent's changes or comments are sufficient to demonstrate that the parent has a legitimate right to see the student's grades, the administrator can click **Approve** and the parent will immediately be able to view the student's grades. If the administrator wishes to leave the application in **Denied** status, he or she can simply click **Close Window** without making changes. To delete the application entirely, the administrator should click **Delete**.

Pending Approvals

When a parent submits an application for access to a student's grades, the request is placed in a queue of all pending requests. The request for access will not be granted until an administrator has approved it and made the parent/student association **Active**. Until that association has been activated, however, the request can be viewed in the **Pending Approvals** screen. To notify administrators that there are pending approvals, the number of approvals will be displayed next to the **Pending Approvals** item on the left-hand menu. To view these applications, click **Pending Approvals**. The following screen will appear:

To view more in-depth information on the parent and student, click **Details**. The following window will appear:

This window displays information from the parent's profile, and allows the administrator to compare the student information from the existing district profile and from the parent's application side-by-side. Too many discrepancies between the existing data and the application could mean that someone is applying for access to a student's grades that should not have it. The administrator must decide whether to **Approve** or **Deny** the request based on the accuracy of the information presented.

Deny

If the administrator chooses to deny the request, no confirmation will be required - the information that the parent entered will be permanently deleted. The parent will be unable to access the grades of that student, an email will be sent to the parent's

registered email address explaining the reasons the application was denied, and if the parent attempts to access this student's grades, the student's status will appear as **Denied** at the parent's **Manage Students** screen, as shown below:

If the administrator chooses to deny the request, the parent can still submit applications for access to the same student's grades. However, those requests will not appear in the **Pending Approvals** list since the parent/student association will be considered permanently invalid. There are, however, a few ways for the administrator to allow that particular parent to request access to that particular student's grades again.

One way is to click **Edit** next to the parent's name in the **Current Users** list.

Select the **Students** tab.

Change the **Status** of the desired student association to **Pending**. This status will allow the administrator to investigate the situation and consider granting the request, without yet giving the parent access to the grades. The administrator can set the status to **Active** if he or she is already certain that the parent should be granted access to the student's grades.

Another way is to click **Edit** next to the student's name in the **Students** list, select the **Parents** tab, and change the **Status** of the parent association as described above.

Finally, administrators can remove the parent/student association entirely - and the **Denied** status along with it - by using the **Remove** button to delete the parent from the student's account, or the student from the parent's account. The parent can then resubmit the application for consideration.

Approve

If the administrator chooses to approve the request, the request will disappear from the list of pending associations, and the parent will immediately be granted access to the student's grades. Next time the parent logs into **Parent**_Connection_, he or she can select the new student's name from their drop-down list and view that student's grade information.
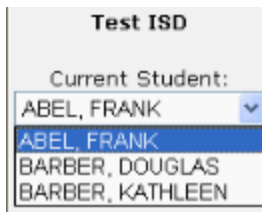
For a more complete explanation of the various **Status** settings, and to see how administrators can control **Status** from any screen with the **Status** drop-down menu, click here.

Can't Approve

If a parent applies to add a student to his/her account and enters an invalid or incorrect student ID, the **Approve** button will read "**Can't Approve**." If you click the button, a pop-up will appear stating that you "Can't approve this student because the student ID is incorrect." The only options that are available in this situation are to **Deny**, **Suspend**, or **Delete** the application. Suspending the application will cause it to be moved to the "Suspended" folder (this can be accessed by clicking "Suspended" on the left toolbar). Denying the application will cause an automatic

email to be sent to the parent, and the application will be moved to the "Denied" folder (this can be accessed by clicking "Denied" on the left toolbar).

Server Settings

The **Server Settings** screen contains the controls for the system-wide settings and options. Only a user with System Admin privileges in **Parent***Connection* has access to this screen. There are 6 links at the top of this page that will be used to navigate through all available options. The screen will appear as below:

General Settings
The following settings can be found on the **General Settings** tab.

Registration Key - Enter the Campusware-supplied registration key or serial number.

# of Users – This number must match the number of user licenses that the district purchased.

Public Web Address – Enter the public web address that users will use to access the **Parent***Connection* login page.

Agreement Text – This text block should be completed by the district. It should contain a statement emphasizing the proper use of the program and the data

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contained in the program, and should specify the terms of usage as well as the consequences of violating these terms.

Default State - This drop-down list should be set to the state in which most of the district's parents live.

Logo - To load the district's logo, either enter the online location of the logo in the "URL" field, or browse to the appropriate file and upload it.

Login - the "**Disable Parent Login**" checkbox can be used to disable all parent logins temporarily. This is commonly used during the summer, after the school year ends. If a parent logs in during that period, there will be missing student data. This may increase campus support. Disabling parent logins will prevent this from happening.

User Settings
The following settings can be found on the **User Settings** tab.

Server Settings

General Settings | User Settings | Student Settings | Note Settings | Email | Advanced

Password Settings:

Minimum Length: [6]   (0 to disable)

☐ Upper & Lower Case
☐ Special Characters
☐ Letters & Numbers

Signup Settings:

☑ Show 'Sign Up' Link
☑ Require E-mail Address
☑ Use E-mail Address Verification
☑ Require Primary Phone
☑ Pad student ids so they will be [6]   character(s) long)

Display Settings:

Home Screen: [Default ▼]

☑ Show 'Grades' Link
☑ Show 'Grade Detail' Links
☑ Show 'Attendance' Link
☑ Show 'Report Cards' Link
☑ Show 'Triggers' Link
☑ Show 'Calendar' Link
☑ Show 'Manage Students' Link
☑ Show 'My Settings' Link
☐ Allow 'Triggers' to make phone calls.

Discipline Settings:

☐ Show 'Discipline' Link

☐ Show referrer.
☐ Show incident type.
☐ Show admin action.
☐ Show teacher action.
☐ Show admin comment.
☐ Show teacher comment.
☐ Show action start date.
☐ Show action end date.

Security Settings:

☑ Force all users to use SSL.
☐ Force 128-bit Security.

☐ Disable copying student data to the clipboard (for parents).

Save | Cancel

Password Settings – These settings determine the level of complexity that will be required of any user passwords. The administrator should specify the minimum number of characters, and use the check boxes to specify the types of characters that will be required. Any boxes not checked will still be allowed.

Signup Settings – Use these check boxes to determine whether an email address and phone number will be required of parents who sign up for an account. Campusware recommends requiring a phone number from any user who signs up for an account.

Display Settings - These settings determine which options a parent can view when logged into his or her account.
- Show Attendance Link - allows parents to view any attendance records for their students stored in **GradeSpeed.NET**.
- **Show Report Cards Link** - allows parents to download their students' report cards from **Parent**_Connection_. This feature requires that the district use Campusware's **Custom Report Card** module.
- **Show Triggers Link** - allows parents to create triggers, which send the parent email or phone notification anytime their students' grades cross a parent-set threshold or an attendance event is recorded.
- **Show Calendar** - displays a link to the school calendar information on the parents' screen.
- **Show Manage Students Link** - allows parents to request access to additional students. This box can be unchecked if the parent accounts are generated by the district.
- **Show My Settings Link** - allows the parent to adjust his or her user profile (email address, username, password, etc.). This box can be unchecked if the parent accounts are generated by the district.

Discipline Settings - These settings determine what discipline information will be available to the parent online. These options can only be enabled if **GradeSpeed.NET**'s **Discipline** module is used at the district.
- **Show Discipline Link** - allows the parent to view **Discipline** information for his or her student(s).
- **Show referrer** - allows the parent to see the person who submitted the discipline report
- **Show incident type** - allows the parent to see the type of incident that occurred
- **Show admin action** - allows the parent to see the disciplinary action taken by the administrator
- **Show teacher action** - allows the parent to see the disciplinary action taken by the teacher
- **Show admin comment** - allows the parent to see comments recorded by the administrator
- **Show teacher comment** - allows the parent to see comments recorded by the teacher
- **Show action start date** - allows the parent to see the start date of any disciplinary action
- **Show action end date** - allows the parent to see the end date of any disciplinary action

Security Settings - These settings are used to manage the security settings of the **Parent**_Connection_ install.

Student Settings
The following settings can be found on the **Student Settings** tab.

Server Settings

General Settings | User Settings | Student Settings | Note Settings | Email | Advanced

☐ Automatically approve an application if:

   ⦿ All Match   ○ Any Match

   ☑ Student id is valid.
   ☑ Student name matches.
   ☑ Student address matches.
   ☑ School matches.
   ☐ Parent name matches.
   ☑ Student Identifier 1 matches.
   ☐ Student Identifier 2 matches.
   ☐ Student Identifier 3 matches.

☐ Automatically deny an application if:

   ○ All Match   ⦿ Any Match

   ☑ Student id is invalid.
   ☐ Student name doesn't match.
   ☐ Student address doesn't match.
   ☐ School doesn't match.
   ☐ Parent name doesn't match.
   ☑ Student Identifier 1 doesn't match.
   ☐ Student Identifier 2 doesn't match.
   ☐ Student Identifier 3 doesn't match.

[Apply to existing]

Student Identifier 1:	Date of Birth	(leave blank to disable)
Format:	mm/dd/yyyy	☑ Use Date of Birth from SMS
Student Identifier 2:		(leave blank to disable)
Format:		
Student Identifier 3:		(leave blank to disable)
Format:		
Parents per Student:	0	(0 for unlimited)

Save | Cancel

The "**Automatically Approve an Application if:**" and "**Automatically Deny an Application if:**" sections apply to campus' who wish to auto-approve parents' add-student applications. Meaning, if a parent submits a request to add a student to his or her account, it will be automatically approved or denied based on the settings specified here.

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Student Identifiers - The three custom **Student Identifiers** are pieces of information that the district can require the parent to fill in on their application for access to grades. This is to give the administrators more data to work with when determining whether a request is legitimate or not. For example; a parent who knows not only the child's student ID and home address, but also the child's Social Security Number and birth date is much more likely to be a parent or guardian with a legitimate right to view the child's grades. These identifiers can be anything designated by the district.

Format - the administrator can enter a properly-formatted sample of the data for parents to see as an example. For example, if the "Date of Birth" identifier is used, the proper format in which a parent should submit their response should be: MM/DD/YYYY.

Parents per Student - the administrator can limit the number of student associations that a parent can have using this field.

Note Settings
Each district can enter custom notes that will appear at specific places in the parent view. The text for these notes can be entered on the **Note Settings** tab.

Enter the text that should appear at each or any of these locations. Click **Save** to apply the notes immediately. Click **Cancel** to clear the fields and start over.

Email

Each district must configure the way emails (for example, the "denial email" template that is used to send users a message when their request for access to a student is denied) are sent from **Parent**Connection.

Server Settings

General Settings | User Settings | Student Settings | Note Settings | Email | Advanced

E-mail Server Host: mail.campusware.com (e.g. mail.test.com)

E-mail Server Port: 25 (e.g. 25)

E-mail Server Username:

E-mail Server Password:

E-mail Sender Addr: noreply@gradespeedisd.com i.e. support@testisd.org

☑ Use the corresponding administrator's email address when applicable.

Customization Type: Welcome

Subject: Welcome to ParentConnection for %DistrictName%

Dear %UserFirstName%,

Thank you for signing up for ParentConnection for %DistrictName%. Please use the following information to log into your ParentConnection account.

Web Address: %WebAddress%
Username: %UserName%
Password: %Password%

If you did not sign up for this account, please call %DistrictName% immediately and report this attempt at information theft. Please include the following information when you report this e-mail.

Requested from: %RequestIP%
Request time: %RequestTime%

☐ Allow HTML   ☑ Enabled

Reset to Default

Email Codes	Descriptions
%UserName%	Username
%Password%	Password
%UserFirstName%	User's first name
%UserLastName%	User's last name
%StudentFirstName%	Student's first name
%StudentLastName%	Student's last name
%Reason%	Email reason
%DistrictName%	District name
%WebAddress%	ParentConnection Web Address
%RequestIP%	IP address of the user.
%RequestTime%	Time the email was sent.
%Code%	User's email verification code.
%AdminName%	Username of the applicable admin.
%AdminEmail%	Email address of the applicable admin.

Test Email Recipient: [Test]

Save | Cancel

E-mail Server - This field should contain the IP or host name of the school's email (SMTP) server (e.g. "mail.yourdistrict.com" or "123.12.12.1").

E-mail Server Port - Specify the district's designated outbound email port.

**E-mail Server Username** - Enter the email server username here.

E-mail Server Password - Enter the email server password here.

E-mail Sender Address - Any email messages sent by **Parent**Connection will appear to be sent from the address entered in this field. Generally, it is recommended to use an email similar to "noreply@yourdistrict.edu" as this will prevent responses to the automated emails.

"Use the corresponding administrator's email address when applicable"
checkbox - Check this box to have the return email address for certain automated
emails be the corresponding administrator's. For example - if an application is denied
by an administrator, the parent would receive an email with the administrator's email
address as the return, rather than the default address specified. This way, parents
will be able to reply and ask questions regarding their account status.

Customization Type - To customize the templates of any of the automated emails
that are sent from **Parent**Connection, select the type from the drop-down list
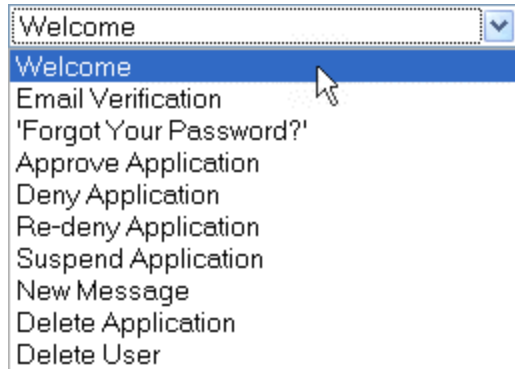
The administrative user can then modify the email text and **Subject line**. Note the
codes listed on screen, which can be used to automatically insert the appropriate
information into the email text or **Subject**. These are known as **merge fields**.

To allow the email to be sent in HTML format (rather than plain text), check the box
labeled **Allow HTML**. To enable the selected email type, check the **Enabled** box. If
any email type should be disabled, un-check this box when the appropriate type is
selected from the drop-down list.

To send a test email (to proof-read and ensure that formatting is correct), enter an
email address in the **Test Email Recipient** field. Click **Test** to send the selected
email to that address.

Advanced Settings
ParentConnection's **Advanced Settings** should only be accessed by district-level
personnel when these authorized personnel are specifically instructed to do so by the
Campusware technical staff. These fields are intended for troubleshooting and
custom configuration only - unnecessary, unprompted modifications can cause
significant access problems.

To save the changes, click **Save**. To discard any changes made on the **Server
Settings** page, click **Cancel**.

Statistics

This screen displays district- or campus-wide statistics relating to **Parent***Connection* usage. It can be accessed by clicking the "**Statistics**" link in the toolbar on the left side of the page.

ParentConnection Statistics

Total Parent Accounts:	10
Active Parent Accounts:	7
Manually Created Accounts:	1
Parents Who Signed Up:	6
Total Licenses:	500
Remaining Licenses:	494
Total Student Links:	10
Active Student Links:	9

CSV Export

Account Maintenance

☑ Delete parent links older than [30] days to students who are not enrolled.

☑ Delete parent accounts older than [30] days with no active students.

☑ Delete parent accounts that have not been used for [30] days.

☑ Send email notification of deleted accounts and links.

[Run Maintenance]

- The row titled **Total Parent Accounts** displays the number of parent accounts that have been created to date. This row counts both accounts that were created by the users, and accounts that were created by the administrators.
- The row titled **Active Parent Accounts** displays the number of parent accounts that have at least one active student association. Any account that is in the system, but is not associated with a student, or has been denied access, will not be counted here.
- The row titled **Manually Created Accounts** displays the number of accounts that were created by an administrator and not by a parent.
- The row titled **Parents Who Signed Up** displays the number of accounts that were signed up for by parents, and not created by an administrator.
- The row titled **Total Licenses** displays the number of total **Parent***Connection* users that the district is licensed to use.

- The row titled **Remaining Licenses** displays the number of new users that can be added under the current license.
- The row titled **Total Student Links** displays the number of associations that have been requested between parents and students. This number includes any requests that are pending or suspended.
- The row titled **Active Student Links** displays the number of student associations that are currently active. Any pending, suspended, or denied student links will not be counted here.

Directly underneath the statistics is a link to export all the statistical data as a CSV file. Click "**CSV Export**" to generate and download the file.

Account Maintenance

There are several features available to maintain and unclutter unused parent accounts. Using the checkboxes at the bottom of the page, unused, old, and/or inactive parent accounts can be purged. Click the "**Run Maintenance**" button to purge accounts based on the specified criteria.

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