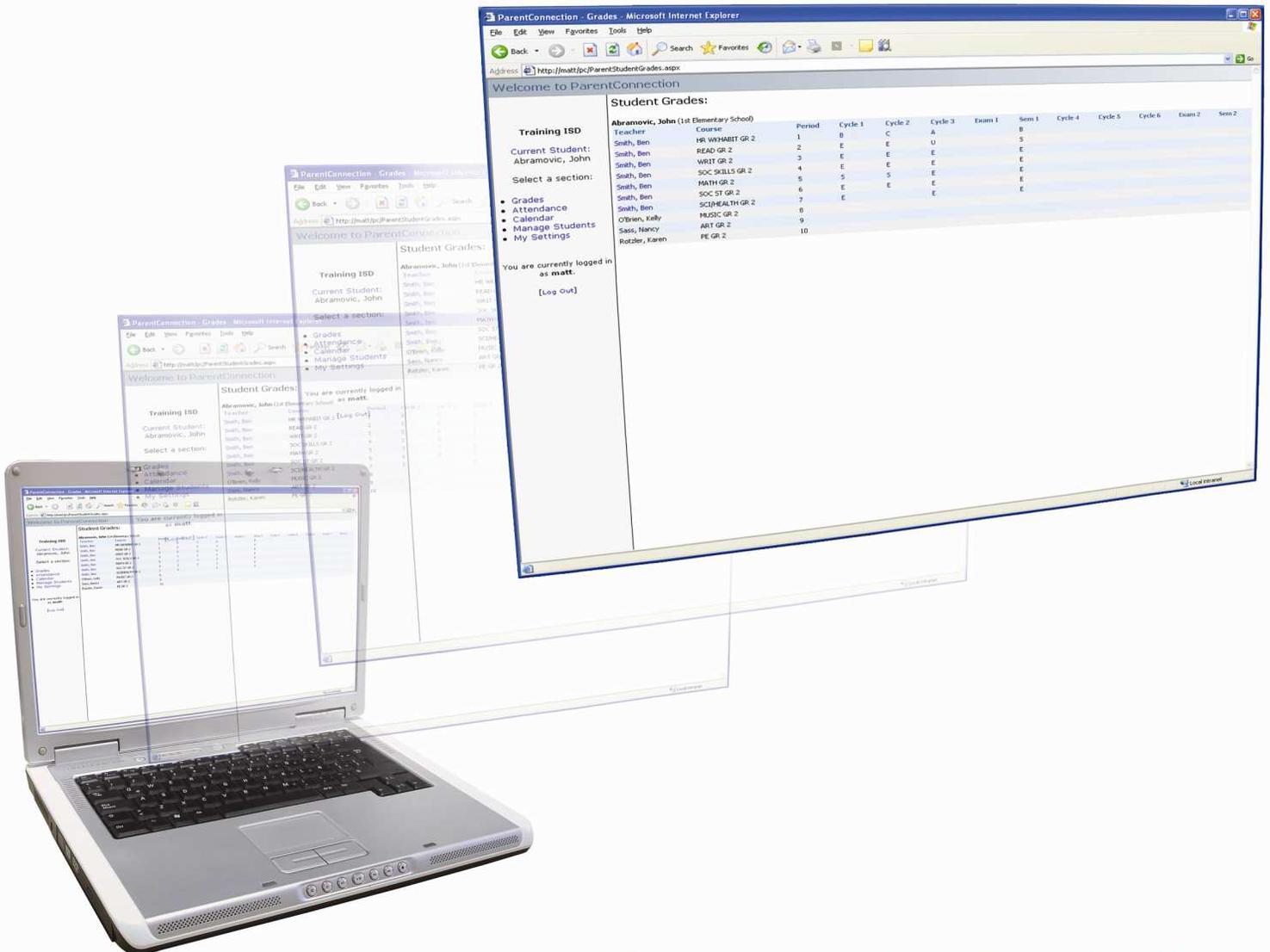


User Guide

GradeSpeedTM.NET 4.0 ParentConnection Docs



“CampuswareTM offers the finest in teacher and parental access with the most user-friendly format in the industry.”

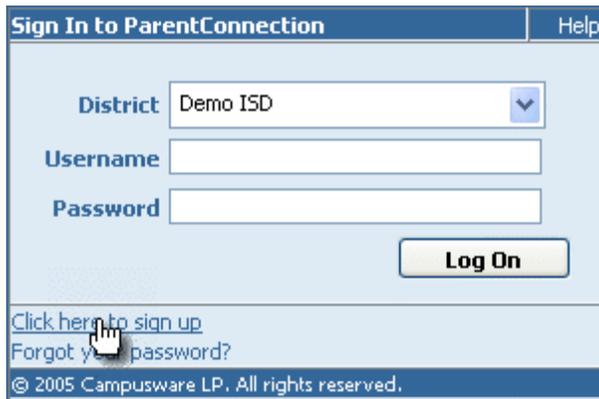
Table of Contents

Parents	1
Creating a Parental Account.....	1
Logging on to ParentConnection	4
Tools for Parents	5
Apply for access to a student.....	7
Viewing Student Grade Information	9
Viewing Student Assignment Information.....	11
Viewing Student Attendance Information	14
Report Cards	15
Triggers	16
Discipline	18
Calendar	19
Manage Students.....	21
My Settings	23
Administrators	24
Administrator login	24
Tools for Administrators	26
Current Users	27
Create a Parent Account	32
Managing Students	35
Denied Applications.....	40
Pending Approvals	42
Server Settings	46
Statistics.....	55
Index	57

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.



Sign In to ParentConnection Help

District Demo ISD

Username

Password

Log On

[Click here to sign up](#)

[Forgot your password?](#)

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Be sure to provide accurate contact information!

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:	<input type="text"/> *	Your First Name:	<input type="text"/> * M.I. <input type="text"/>
Password:	<input type="text"/> *	Your Last Name:	<input type="text"/> *
Confirm Password:	<input type="text"/> *	Your Address:	<input type="text"/> *
Password Requirements:	Minimum Length: 6		<input type="text"/>
		City:	<input type="text"/> * State: <input type="text" value="Texas"/> *
		Zip:	<input type="text"/> *
E-mail:	<input type="text"/> *	Primary Phone:	<input type="text"/> *
Confirm E-mail:	<input type="text"/> *	Alternate Phone:	<input type="text"/>

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:

ParentConnection Email Verification

Current User:

We sent a verification code via email to:

Please enter the code below to 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

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

Logging on to ParentConnection

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



Sign In to ParentConnection Help

Username parent1

Password ●●●●●●●●●●

Log On

[Click here to sign up](#)
[Forgot your password?](#)

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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."**

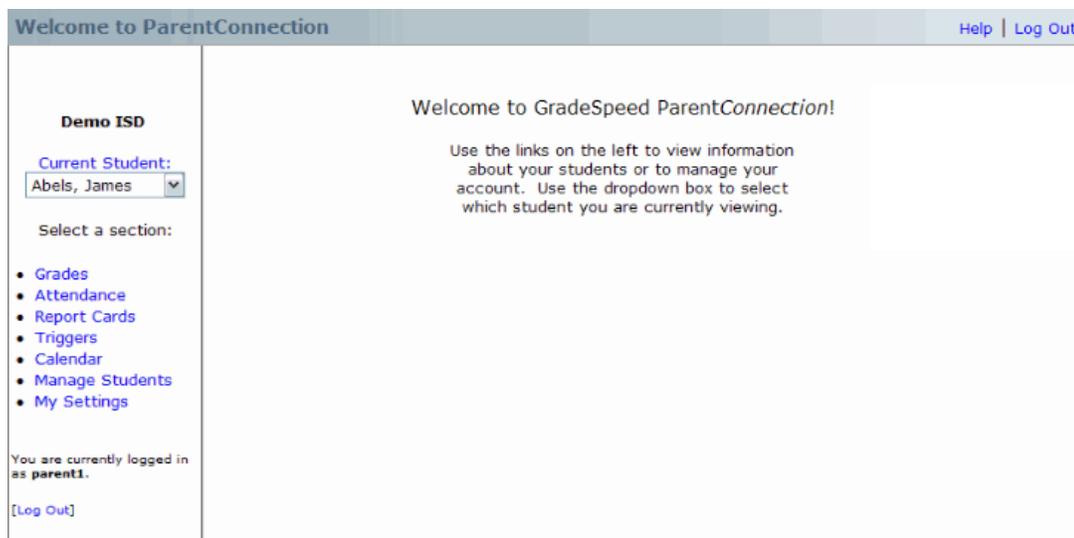
Tools for Parents

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

Welcome to ParentConnection	
<p style="text-align: center;">Ben ISD</p> <p>Select a section:</p> <ul style="list-style-type: none"> • Grades • Attendance • Report Cards • Triggers • Calendar • Manage Students • My Settings <p>You are currently logged in as parent99.</p> <p style="text-align: center;">[Log Out]</p>	<p style="text-align: center;">Welcome to GradeSpeed Parent<i>Connection</i>!</p> <p style="text-align: center;">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.</p> <p style="text-align: center;">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.</p> <p style="text-align: center;">Add a student to my account</p>

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.)

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:	<input type="text"/> *
Student First Name:	<input type="text"/> *
Student Last Name:	<input type="text"/> *
Student Address:	<input type="text"/> *
City:	<input type="text"/> *
State:	Texas <input type="text"/> *
Zip:	<input type="text"/> *
Campus:	Select One <input type="text"/> *
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.

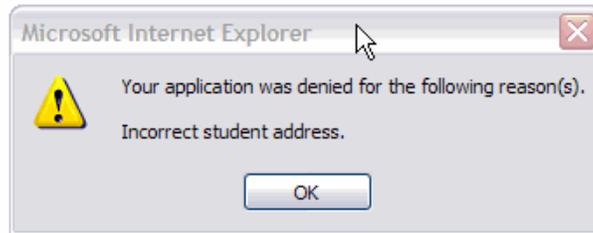
If requests are processed automatically, you will be notified immediately that your request was either approved or denied.

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:	<input type="text" value="201314"/> *
Student First Name:	<input type="text" value="John"/> *
Student Last Name:	<input type="text" value="Abramovic"/> *
Student Address:	<input type="text" value="123 Schoolville"/> *
City:	<input type="text" value="San Antonio"/> *
State:	<input type="text" value="Texas"/> *
Zip:	<input type="text" value="78248"/> *
Campus:	<input type="text" value="1st Elementary School"/> *

[Submit](#) | [Cancel](#)



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**.

Demo ISD

Current Student:

Select a section:

- [Grades](#)
- [Attendance](#)
- [Report Cards](#)
- [Triggers](#)
- [Calendar](#)
- [Manage Students](#)
- [My Settings](#)

You are currently logged in as **parent1**.

[\[Log Out\]](#)

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

Student Grades:												
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										

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.

Display Upcoming Assignments

Assignments

1. Working with Lumber - Due Tuesday, November 27, 2007 Class: Period 1. HR WKHABIT GR 2 - Cycle 3 Category: Participation Assigned: Tuesday, November 27, 2007
2. Allied Powers Map Outline - Due Monday, November 26, 2007 Class: Period 1. HR WKHABIT GR 2 - Cycle 3 Category: Homework Assigned: Thursday, November 22, 2007
3. Writing - Due Tuesday, November 20, 2007 Class: Period 1. HR WKHABIT GR 2 - Cycle 2 Category: Homework Assigned: Monday, November 19, 2007
4. test - Due Tuesday, November 20, 2007 Class: Period 1. HR WKHABIT GR 2 - Cycle 3 Category: Homework Assigned: Monday, November 19, 2007

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.

Upcoming Assignments

- Upcoming Assignments
- Recent Assignments
-
- Period 1. HR WKHABIT GR 2
- Period 2. READ GR 2
- Period 3. WRIT GR 2
- Period 4. SOC SKILLS GR 2
- Period 5. MATH GR 2
- Period 6. SOC ST GR 2
- Period 7. SCI/HEALTH GR 2
- Period 8. MUSIC GR 2

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

Display Period 8. MUSIC GR 2

Grading Cycle Cycle 2 - October 1, 2007 - November 16, 2007

Class

Teacher
O'Brien, Kelly

Grading Scale
E = 90 - 100
S = 75 - 89
N = 70 - 74
U = 0 - 69

Categories
Instruments - 50%
Reading - 50%

Assignments

1. Percussion Homework - Due Friday, November 2, 2007
Category: Instruments
Assigned: Wednesday, October 31, 2007

2. Percussion TEST - Due Thursday, November 1, 2007
Category: Instruments
Assigned: Thursday, November 1, 2007

3. Brass Test - Due Monday, October 29, 2007

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.

9. Assignment 1 - Due Wednesday, November 22, 2006
Category: Homework
Assigned: Tuesday, November 21, 2006
Grade Received: 75

Attachments	Size	Type	Date Modified
 Project Outline - Revised.doc	29.5 KB	Word Document	11/20/2007 4:23:14 PM

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**.

Demo ISD

Current Student:
Abels, James

Select a section:

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

You are currently logged in as parent1.

[Log Out]

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

Student Attendance:		
Abramovic, John (1st Elementary School)		
Date	Class Period	Description
9/14/2006 (Sep-14)	1	Absent
11/7/2006 (Nov-7)	1	Absent
11/8/2006 (Nov-8)	1	Absent
11/21/2006 (Nov-21)	1	Excused Absence
	10	Excused Absence
	2	Excused Absence
	3	Excused Absence
	4	Excused Absence
	5	Excused Absence
	6	Excused Absence
	7	Excused Absence
	8	Excused Absence
9	Excused Absence	
12/5/2006 (Dec-5)	1	Absent
12/6/2006 (Dec-6)	1	Excused Absence
	10	Excused Absence
	2	Excused Absence
	3	Excused Absence
	4	Excused Absence
	5	Excused Absence
	6	Excused Absence
	7	Excused Absence
	8	Excused Absence
9	Excused Absence	

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

Report Cards

ParentConnection allows you to download and view your student's report card online.

Student Report Cards:

Student	School	Format
Abramovic, John	1st Elementary School	Adobe Acrobat

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.

Triggers:

Triggers allow you to receive notification when a grade changes or when there is new attendance data.

Abramovic, John (1st Elementary School)

Trigger Options:

<input type="checkbox"/> Watch Grades	<input type="checkbox"/> Send E-mail
Trip when a grade in a course changes	<input type="checkbox"/> Phone Call to <input type="text"/> - <input type="text"/> - <input type="text"/>
<input checked="" type="radio"/> Below	<input type="checkbox"/> Send Text Message to <input type="text"/> - <input type="text"/> - <input type="text"/>
<input type="radio"/> Above	
an average of <input type="text" value="70"/>	
<input type="checkbox"/> Watch Attendance	

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**.

Demo ISD

Current Student:
 ▼

Select a section:

- [Grades](#)
- [Attendance](#)
- [Report Cards](#)
- [Triggers](#)
- [Calendar](#)
- [Manage Students](#)
- [My Settings](#)

You are currently logged in as **parent1**.

[\[Log Out\]](#)

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

Feb		March 2005					Apr
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
27	28	1	2	3	4	5	
6	7	8 1 Event	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31	1	2	
3	4	5	6	7	8	9	

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:

March 2005							3/8/2005	
Feb	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Apr
	27	28	1	2	3	4	5	Attendance Period 1: ABSENT
	6	7	8 1 Event	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31	1	2	
	3	4	5	6	7	8	9	

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

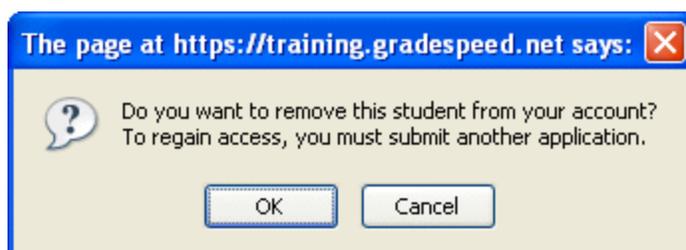
[Add Students](#)

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.



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:

(4/1/2005 2:26:56 PM)
parent1: Names do not match

Add message:

[Send](#)

Make any necessary changes and click save:

Student ID:	<input type="text" value="1030"/> *
Student First Name:	<input type="text" value="Frank"/> *
Student Last Name:	<input type="text" value="Abels"/> *
Student Address:	<input type="text" value="15303 Huebner Rd Ste 11"/> *
City:	<input type="text" value="San Antonio"/> *
State:	<input type="text" value="Texas"/> * Zip: <input type="text" value="78248"/> *
Campus:	<input type="text" value="Training"/> *
SSN:	<input type="text" value="123-45-6789"/> *
Date of Birth:	<input type="text" value="12/12/89"/> *

[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**.

My Settings

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

Username:		Name:	Smith, John J
Password:	Reset Password		
		Address:	15303 Huebner Rd *
			Suite 11
		City:	San Antonio *
Primary Phone:	(210) 614-0781 *	State:	Texas *
Alternate Phone:	(210) 614-0781	Zip:	78248 *
E-mail:	info@campusware.com		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Fields marked with a * are required.

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**.

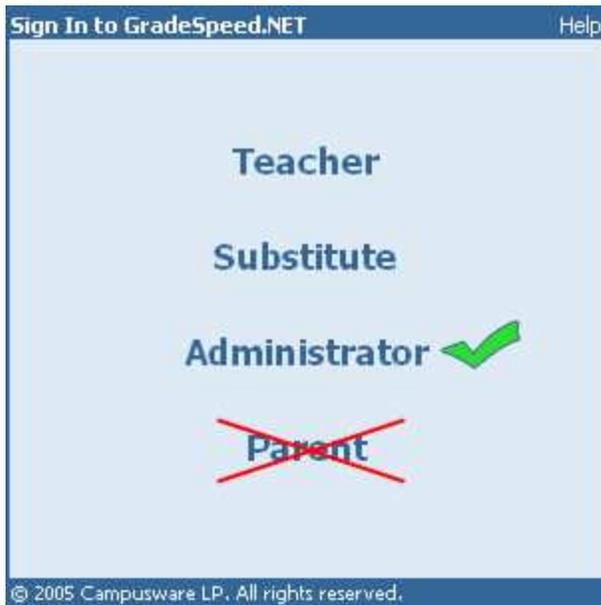
To edit contact information, simply make the changes in the appropriate fields. Once all desired changes have been made and all the information is correct, click **Save**.

Administrators

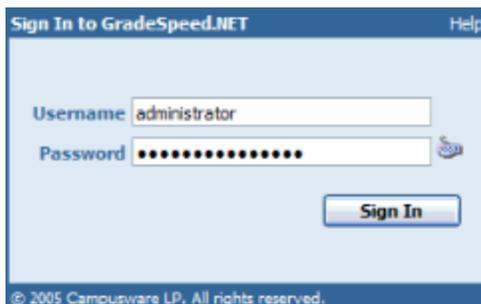
Administrator login

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

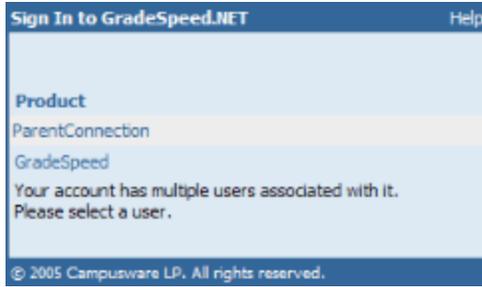
*** NOTE:** keep in mind that the **Parent** choice that may be available on the main **GradeSpeed** login page is only for parents to log in. **GradeSpeed** or **ParentConnection** administrators should always log in with the **Administrator** choice.



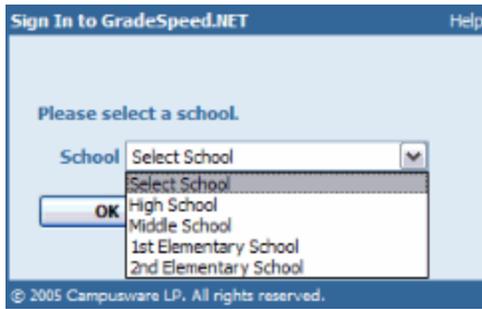
Enter the appropriate user name and password:



If the account has been granted access to **ParentConnection** by a system-level administrator, a page similar to the following may appear:



Select **ParentConnection**. If the account has access to multiple campuses, choose the appropriate campus from the drop-down list.



Click **OK** to log into **ParentConnection** 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. *ParentConnection'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 *ParentConnection* 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 **ParentConnection** 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 ▼						
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

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:



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.

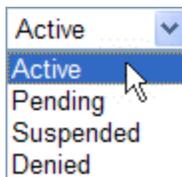
General Students Add Students Notes			
parent1			
Username:	parent1	First Name:	John * M.I. J
Password:	parent1 *	Last Name:	Smith *
Account Status:	Active ▾	Address:	15303 Huebner Rd *
Application date:	12/30/2004 4:16:30 PM		Suite 11
		City:	San Antonio *
		State:	Texas ▾ *
		Zip:	78248 *
E-mail:	mike@campusware.com *	Primary Phone:	(210) 614-0781 *
	Send E-Mail	Alt Phone:	(210) 614-0781
Save Save & Close Close			

All editable fields can be controlled by the administrator. The **Username** is the only piece of information that cannot be changed, since it serves as the "identifier" for the whole account.

If the parent has entered his or her email address into the appropriate field, administrators can send that parent an email by clicking the **Send E-Mail** link near the bottom of the screen.

Status

To change the status of the user's account, select the appropriate status from the "**Account Status**" drop-down list shown below the account password field.



The account should be set to **Active** if the user is in good standing and if there is no reason to suspect misuse of the account.

The account should be set to **Pending** if the account is being created or is newly created, and the administrator wishes to fill in the information at this time, but wishes to investigate further before activating the account.

The account should be set to **Suspended** if the user has been active, but should be temporarily denied access to grades for some reason. For example, if unauthorized use is suspected. Account suspension is generally temporary.

The account should be set to **Denied** if the administrator wishes to store the parent's information but also wishes to ensure that this parent is never allowed access to grades. For example, if there has been misuse of the account, the account can be preserved but set to **Denied** in order to indicate to anyone who might view the account that this account is not to have access to grades. Account denial is generally permanent.

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.

General Students Add Students Notes				
parent1				
Name	Student ID	Campus	Status	
ABEL, FRANK	1595	Training	Denied	Remove
ABELS, JAMES	1048	Training	Active	Remove

Save | Save & Close | Close

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.

The screenshot shows a web interface for adding students. At the top, there are tabs: 'General', 'Students', 'Add Students', and 'Notes'. Below the tabs, the user is identified as 'parent1'. A 'Campus:' dropdown menu is set to 'Campusware High School'. A list of students is displayed in a scrollable area, including names and phone numbers. A right arrow button is positioned between the list and an empty 'Students to Add:' box. A left arrow button is located below the right arrow. At the bottom, there are buttons for 'Save', 'Save & Close', and 'Close'.

Student Name (ID)
AARON, JESSE (0875559)
ABEL, FRANK (0783741)
ABELS, JAMES (0765312)
ABRAMOVIC, JOHN (0755631)
ACOSTA, PATRICIA (0855262)
ADAMS, JERRY (0841379)
ADAMS, MICHAEL (0770980)
ADAMS, ROBERT (0765924)
ADAMS, LESLIE (0793766)
ADAMS, JANICE (0793874)
ADAMS, JOHNATHAN (0894686)
ADAMS, JACK (0781851)
ADAMS, AARON (0892937)
ADERHOLD, VIRGINIA (0799306)
ADKINS, JEANNIE (0835701)

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.

The screenshot shows the same 'Add Students' interface, but the 'Campus:' dropdown menu is now set to 'CourseLinks Elementary'. The list of students is different, and one student, 'BECKER, CHRISTOPHER (2811)', is now listed in the 'Students to Add:' box. The right arrow button is now disabled. The left arrow button remains active. The 'Save', 'Save & Close', and 'Close' buttons are still present at the bottom.

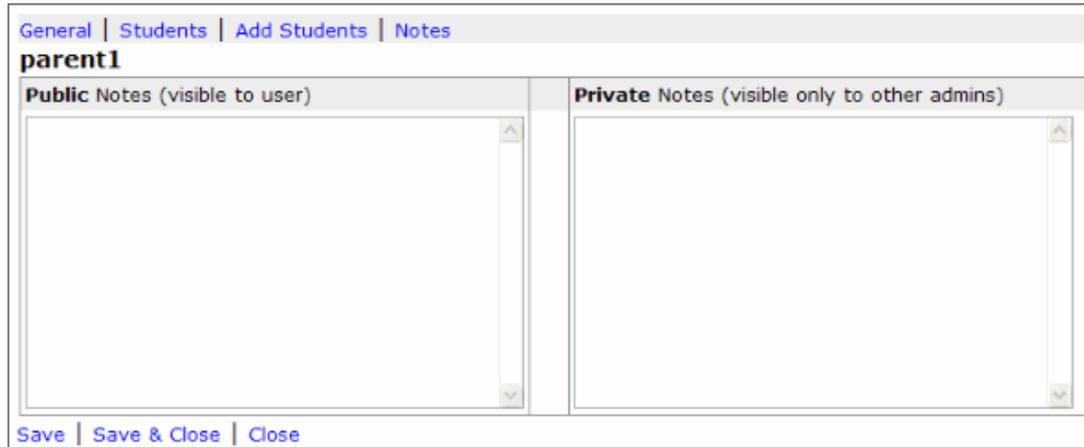
Student Name (ID)
ARMENTEROS, FRANK (644144019)
BALDWIN, NICHOLAS (637200797)
BEAN, MORGAN (1211)
BECKER, CHRISTOPHER (2811)
BERTRAND, ALEXSON (673)
BICE, SUMMER (642249603)
BREIR, SIERRA (453790974)
BROWN, JUSTIN (633209552)
BROWN, CHRIS (458918782)
BROWN, JANICK (2611)
BURCHFIELD, RON (630108147)
CAMPOS, MARTHA (1111)
CARTER, DONAVAN (4111)
CHAPMAN, MICHAEL (631285274)
CHAPMAN, HEATHER (1001)

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.



The screenshot shows a web interface for a parent account. At the top, there is a navigation bar with links: [General](#) | [Students](#) | [Add Students](#) | [Notes](#). Below this, the user is identified as **parent1**. The main content area is divided into two columns: **Public Notes (visible to user)** and **Private Notes (visible only to other admins)**. Each column contains a large, empty text input area with a vertical scrollbar on the right side. At the bottom of the interface, there are three buttons: [Save](#) | [Save & Close](#) | [Close](#).

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 **ParentConnection'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:

Add User			
Username:	<input type="text"/> *	First Name:	<input type="text"/> * M.I. <input type="text"/>
Password:	<input type="password"/> *	Last Name:	<input type="text"/> *
Account Status:	Active <input type="button" value="v"/>	Address:	<input type="text"/> *
			<input type="text"/>
Home Phone:	<input type="text"/> *	City:	<input type="text"/> *
Work Phone:	<input type="text"/>	State:	<input type="text"/> * Zip: <input type="text"/> *
E-mail:	<input type="text"/>		
<input type="button" value="Create"/> <input type="button" value="Cancel"/>			

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.

Add User			
Username:	<input type="text" value="parent4"/>	First Name:	<input type="text" value="Benjamin"/> M.I. <input type="text" value="K"/>
Password:	<input type="text" value="parent4"/>	Last Name:	<input type="text" value="Smith"/>
Account Status:	<input type="text" value="Active"/>	Address:	<input type="text" value="15303 Huebner Rd"/>
			<input type="text" value="Ste. 11"/>
Primary Phone:	<input type="text" value="210-615-2398"/>	City:	<input type="text" value="San Antonio"/>
Alternate Phone:	<input type="text" value="210-614-0781"/>	State:	<input type="text" value="Texas"/>
		Zip:	<input type="text" value="78248"/>
E-mail:	<input type="text" value="spam@campusware.com"/>		
<input type="button" value="Create"/> <input type="button" value="Cancel"/>			

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.

General Students Add Students Notes			
parent4			
Username:	<input type="text" value="parent4"/>	First Name:	<input type="text" value="Benjamin"/> M.I. <input type="text" value="K"/>
Password:	<input type="text" value="parent4"/>	Last Name:	<input type="text" value="Smith"/>
Account Status:	<input type="text" value="Active"/>	Address:	<input type="text" value="15303 Huebner Rd"/>
Application date:	<input type="text" value="9/2/2005 10:47:46 AM"/>		<input type="text" value="Ste. 11"/>
		City:	<input type="text" value="San Antonio"/>
		State:	<input type="text" value="Texas"/>
		Zip:	<input type="text" value="78248"/>
E-mail:	<input type="text" value="spam@campusware.com"/>	Primary Phone:	<input type="text" value="(210) 615-2398"/>
	Send E-Mail	Alt Phone:	<input type="text" value="(210) 614-0781"/>
Save Save & Close Close			

Once the account has been created and activated, the parent can log on to his or her new account via the **ParentConnection** 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.

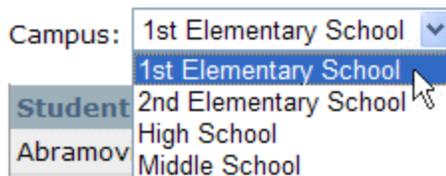
Students

Campus:

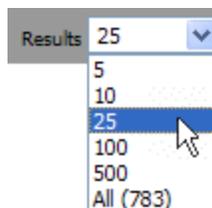
[Upload Student Data](#)

Student Name	StudentID	Parents	School	
Abramovic, John	201314	1	1st Elementary School	Edit
Adolf, William	200396	0	1st Elementary School	Edit
Ahern, Thomas	201315	0	1st Elementary School	Edit
Alberts, David	200086	0	1st Elementary School	Edit
Aldrich, William	200903	0	1st Elementary School	Edit
Alford, Donald	201156	0	1st Elementary School	Edit
Allen, Edward	200906	0	1st Elementary School	Edit
Allen, Fred	200698	0	1st Elementary School	Edit
Allen, Robert	200466	0	1st Elementary School	Edit

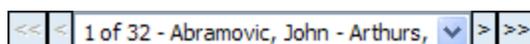
Administrators can specify the desired campus by selecting the campus's name from the drop-down list at the top left.



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 | Parents | Add Parents

Abramovic, John

Student ID:	201314	Address:	6121 COLLINS RD
Student Name:	Abramovic, John		San Antonio TX 12345
Campus:	1st Elementary School	Custom Fields:	
Parent Name:	MOYE, RALPH		
Date of Birth:	10/04/1997		
Primary Phone:	(237) 795-5335		

Save | Save & Close | Close

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 **ParentConnection**.

Parents

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

General | Parents | Add Parents

Abramovic, John

UserName	Parent Name	Status	
ralph1	Moye, Ralph	Active	Remove

Save | Save & Close | Close

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.

General | Parents | Add Parents

BARBER, DOUGLAS

Parent Accounts:

- Abel, Mark (mabel)
- Havekost, Grant J (parent2)
- Smith, John J (parent1)

Parents to Add:

>

<

Save | Save & Close | Close

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.

General | Parents | Add Parents

BARBER, DOUGLAS

Parent Accounts:

- Abel, Mark (mabel)
- Havekost, Grant J (parent2)
- Smith, John J (parent1)

Parents to Add:

- Havekost, Grant J (parent2)

>

<

Save | Save & Close | Close

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:

Upload Student Info

Please browse to the CSV file
and then click 'Send File'

The screenshot shows a web interface for uploading a CSV file. It features a text input field, a 'Browse...' button to the right of the field, and a 'Send File' button centered below the field.

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:

The screenshot displays a preview of the first few lines of a CSV file. The text above the table asks, "The following are the first few lines of the file. What type of data is the first line?". Below the table are two radio buttons: "Column Names" (selected) and "Student Data". A "Next >" button is at the bottom.

StudentID	SSN	BirthDate	Misc
1000	123-45-6789	11/08/1982	asdfda
1001	987-65-4321	11/07/1985	asfdad
1002	453-62-1352	9/12/1983	asdfead
1003	142-52-6523	6/27/1982	afewr

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

Please select which column contains what data.

F1	F2	F3	F4
1000	123-45-6789	11/08/1982	asdfda
1001	987-65-4321	11/07/1985	asdfad
1002	453-62-1352	9/12/1983	asdfead
1003	142-52-6523	6/27/1982	afewr
1004	523-52-2523	5/24/1984	fdseff

Student ID:

SSN:

Date of Birth:

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

Student ID:

SSN:

Date of Birth:

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

This is how the data will be imported.
 Columns titled "F" and then a number will be ignored.
 Please confirm that this layout is correct.

StudentID	SSN	Date of Birth	F4
1000	123-45-6789	11/08/1982	asdfda
1001	987-65-4321	11/07/1985	asdfad
1002	453-62-1352	9/12/1983	asdfead
1003	142-52-6523	6/27/1982	afewr
1004	523-52-2523	5/24/1984	fdseff

Once you click finish, the data will be imported into the database. Make sure that this information is correct.

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:

Denied Applications			
Campus:	Training (1) ▼	Results per page:	25 ▼
1			
Parent Name	Student Name	Last Change	
Smith, Benjamin K	Abel, James	9/2/2005 2:03:52 PM	Open
1			

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:

Edit Application for James Abel
[Close Window](#)

Application Status: **Denied**

Messages:

(9/2/2005 2:03:52 PM)
superadmin: Application denied: Student address incorrect

Add message:

[Send](#)

Red marks indicate the computer's best guess at non-matching data. It is not 100% accurate, and may flag items that are not incorrect.

	Application	Database
Student ID:	1048	1048
Student First Name:	James	JAMES
Student Last Name:	Abel	ABELS
Student Address:	15303 Huebner Rd	8201 WOODS AVE
City:	San Antonio	Schoolsville
State:	TX	TX
Zip:	78248	12345
Campus:	Training	Training
Social:	123-456-7890	

[Approve](#) | [Delete](#)

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:

(5/17/2005 2:08:20 PM)
superadmin: Application denied: name and address incorrect

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:

Pending Approvals		
Campus:	Training ▼	
Parent Name	Student Name	
Smith, John J	ABEL, FRANK	Details

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

Approve	Deny	Close
Student Info	From Application	From Database
Student ID:	1595	1595
Student Name:	Abels, Frank	ABEL, FRANK
Student Address:	15303 Huebner Rd Ste 11 San Antonio TX 78248	2759 FRESNO DR Schoolsville TX 12345
Campus:	Training	Training
SSN:	123-45-6789	██████████
DOB:	12/12/89	██████████
Parent Info	From Application	
Parent Name:	Smith, John J	
Username:	parent1	
Address:	15303 Huebner Rd Suite 11 San Antonio TX 78248	
Home Phone:	(210) 614-0781	
E-mail Address:	mike@campusware.com	

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:

Current Students:

Name	Student ID	Campus	Status	
Abels, Frank	1595	Training	Active	Remove
Abels, Frank	1030	Training	Denied	Remove
Sanders, Teresa	455	Training	Active	Remove
Sanders, William	433	Training	Active	Remove
Turner, Bob	5164	Training	Pending	Remove

[Add Students](#)

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.

Current Users

Results per page: 25

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

Select the **Students** tab.



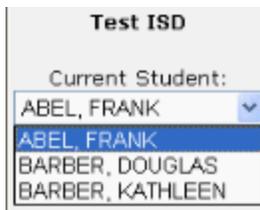
Change the **Status** of the desired student association to **Pending**. This status will allow the administrator to investigate the situation and consider granting the request, without yet giving the parent access to the grades. The administrator can set the status to **Active** if he or she is already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

Server Settings

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

Registration Key:	123456789-12345-1234567-123456789	# of Users:	500
Public Web Address:	http://training.gradespeed.net/pc	i.e. http://gradebook.testisd.org/pc	
Agreement text:	Enter agreement here		
Default State:	Texas		
Logo:	Default <input type="radio"/>		
	File <input type="radio"/>	<input type="text"/> Browse...	
	URL <input checked="" type="radio"/>	http://www.myisd.edu/logo.jpg	
Login:	<input type="checkbox"/> Disable Parent Login		

Save | Cancel

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 **ParentConnection** 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

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: <input type="text" value="6"/> (0 to disable) <input type="checkbox"/> Upper & Lower Case <input type="checkbox"/> Special Characters <input type="checkbox"/> Letters & Numbers
Signup Settings:	<input checked="" type="checkbox"/> Show 'Sign Up' Link <input checked="" type="checkbox"/> Require E-mail Address <input checked="" type="checkbox"/> Use E-mail Address Verification <input checked="" type="checkbox"/> Require Primary Phone <input checked="" type="checkbox"/> Pad student ids so they will be <input type="text" value="6"/> character(s) long
Display Settings:	Home Screen: <input type="text" value="Default"/> <input type="button" value="v"/> <input checked="" type="checkbox"/> Show 'Grades' Link <input checked="" type="checkbox"/> Show 'Grade Detail' Links <input checked="" type="checkbox"/> Show 'Attendance' Link <input checked="" type="checkbox"/> Show 'Report Cards' Link <input checked="" type="checkbox"/> Show 'Triggers' Link <input checked="" type="checkbox"/> Show 'Calendar' Link <input checked="" type="checkbox"/> Show 'Manage Students' Link <input checked="" type="checkbox"/> Show 'My Settings' Link <input type="checkbox"/> Allow 'Triggers' to make phone calls.
Discipline Settings:	<input type="checkbox"/> Show 'Discipline' Link <input type="checkbox"/> Show referrer. <input type="checkbox"/> Show incident type. <input type="checkbox"/> Show admin action. <input type="checkbox"/> Show teacher action. <input type="checkbox"/> Show admin comment. <input type="checkbox"/> Show teacher comment. <input type="checkbox"/> Show action start date. <input type="checkbox"/> Show action end date.
Security Settings:	<input checked="" type="checkbox"/> Force all users to use SSL. <input type="checkbox"/> Force 128-bit Security. <input type="checkbox"/> 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 **ParentConnection**. 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 **ParentConnection** 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.

Student Identifier 1:	<input type="text" value="Date of Birth"/> (leave blank to disable)
Format:	<input type="text" value="mm/dd/yyyy"/> <input checked="" type="checkbox"/> Use Date of Birth from SMS
Student Identifier 2:	<input type="text"/> (leave blank to disable)
Format:	<input type="text"/>
Student Identifier 3:	<input type="text"/> (leave blank to disable)
Format:	<input type="text"/>
Parents per Student:	<input type="text" value="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.

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.

Server Settings

[General Settings](#) | [User Settings](#) | [Student Settings](#) | [Note Settings](#) | [Advanced](#)

Login screen note:

Parent sign-up screen note:

Parent main screen note:

Add student screen note:

[Save](#) | [Cancel](#)

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 **ParentConnection**.

Server Settings

[General Settings](#) | [User Settings](#) | [Student Settings](#) | [Note Settings](#) | [Email](#) | [Advanced](#)

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

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

E-mail Server Username:

E-mail Server Password:

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

Use the corresponding administrator's email address when applicable.

Customization Type:

Subject:

Dear ,

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

Web Address:
 Username:
 Password:

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

Requested from:
 Request time:

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:

[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.

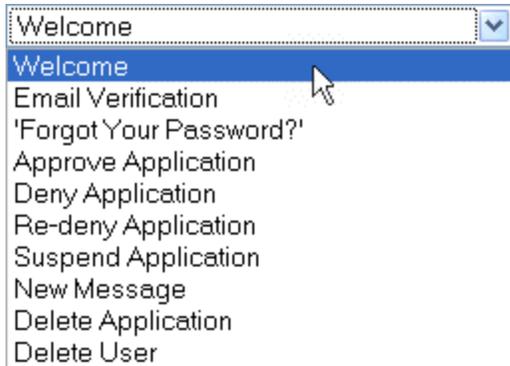
E-mail Server Password - Enter the email server password here.

E-mail Sender Address - Any email messages sent by **ParentConnection** 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 **ParentConnection**, 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 **ParentConnection** 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 days to students who are not enrolled.
- Delete parent accounts older than days with no active students.
- Delete parent accounts that have not been used for days.
- Send email notification of deleted accounts and links.

- 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 **ParentConnection** 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.

Index

A

Account Maintenance	55
Active	27
Active Parent Accounts.....	55
Active Student Links	55
Add Message	40
Add Parents	35
Add Students.....	27
Administrator login	24
Advanced Settings.....	46
application	7
Apply	7
Approve.....	42
Attendance	14

C

Calendar.....	19
Can't Approve.....	42
Change Password.....	23
Create a Parent Account.....	32
Create User.....	32
Creating a Parental Account	1
Current Users	27, 42

D

Deleting a Parent Account.....	27
Denied	27, 32
Denied Applications	40
Denied Student - Re-submit Application	21
Deny.....	42
Disable Parent Login	46

E

Editing a Parent Account.....	27
Email	46
Email Server	46
Email Server Password	46
Email Server Port	46
Email Server Username	46

G

General Settings	46
grades.....	9

L

Logging on to ParentConnection.....	4
-------------------------------------	---

M

Manage Students	21
Managing Students.....	35
Manually Created Accounts	55

merge fields.....	46
My Settings	23

N

Note Settings.....	46
Notes tab	27
Notifications.....	16

P

parent account profile.....	27
Parents	35
Parents Who Signed Up.....	55
Pending.....	27, 32
Pending Approvals	42
Phone Call	16

R

Remaining Licenses.....	55
Remove a Student	21
Report Cards.....	15
Request to add a student	21
Reset Password	23

S

Send E-mail link	32
Server Settings	46
Statistics.....	55
Status.....	27, 32
Student Settings.....	46
Students	27, 35
Students to Add list.....	27
Suspended	27

T

Text Message.....	16
Tools for Administrators	26
Tools for Parents.....	5
Total Licenses	55
Total Parent Accounts.....	55
Total Student Links	55
Triggers	16

U

Upload Student Data	35
User Settings	46

V

Viewing Student Attendance Information.....	14
Viewing Student Grade Information...	9

W

Watch Attendance.....	16
Watch Grades	16