

# **User Guide ParentConnection**

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Last updated 12/08/06



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# Creating a Parental Account

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

## Parent Account Signup

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.

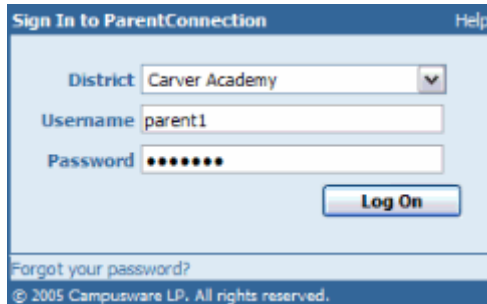
Username:	<input type="text"/> *	Last Name:	<input type="text"/> *
Password:	<input type="password"/> *	First Name:	<input type="text"/> * M.I. <input type="text"/>
Confirm Password:	<input type="password"/> *	Address:	<input type="text"/> *
Password Requirements:	Minimum Length: 5	<input type="text"/>	
		City:	<input type="text"/> * State: <input type="text" value="Texas"/> *
		Zip:	<input type="text"/> *
E-mail:	<input type="text"/> *	Home Phone:	<input type="text"/> *
		Work Phone:	<input type="text"/>
User Agreement:			
<div style="border: 1px solid gray; padding: 5px; min-height: 100px;">This is a test license agreement.</div>			
<input type="checkbox"/> I agree to the above terms of usage * <small>(You must check the above box in order to proceed)</small>			
<a href="#">Sign Up</a>   <a href="#">Cancel</a>			

Fill in all required fields, then click **Sign Up**. 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. After the account has been created, the new user will be taken to the parent interface. Also please note the **Password Requirements** displayed below the blank password field.



# 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**.



To retrieve the password for an account that has already been created, click **Forgot your password?** 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.

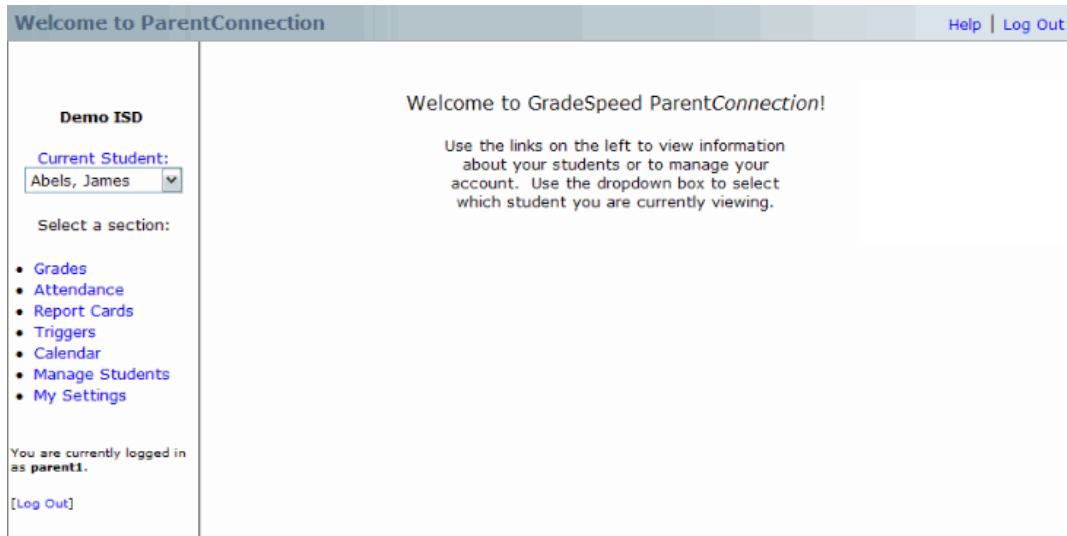
To create a new parent account, select [Click here to sign up](#).





# Tools for Parents

Once your account has been created, the following screen will appear each time you sign in:



To associate students to the your account, click **Add a student to my account**. For a complete explanation of the process of adding a student, click [here](#).

If you already have access to your student(s), select a student from the **Current Student** drop-down menu.

You can access the following features within your account by clicking the links. Please note that some options may not be available at your student's school.

- 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.)



# Viewing Student Grade Information

To view grades for one of these active students, 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 **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						
<b>assignments</b>	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%)									
<b>daily quiz</b>	pop quiz	100	85	May-21	May-21							
			85 (25%)									
	Average:		85 (25%)									
	(No Grades) Average:		-- (20%)									
<b>tests</b>	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 Attendance Information

To view attendance data for one of these 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

(updated 12/07/06)

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

<b>Student Report Cards:</b>		
<b>Student</b>	<b>School</b>	<b>Format</b>
Abramovic, John	1st Elementary School	<a href="#">Adobe Acrobat</a>

To view the report card, click the hyperlinked text underneath the **Format** column heading. The report card will open up in either Microsoft Word or Adobe Acrobat Reader. The format is determined by the school.





# Triggers

(updated 12/0/06)

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

**Triggers:**

**Abramovic, John** (1st Elementary School)

<b>Trigger Options:</b>	<b>Notifications:</b>
<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Send E-mail
<input checked="" type="checkbox"/> Watch Grades	<input type="checkbox"/> Phone Call
Trip when a grade in a course changes	
<input checked="" type="radio"/> Below	
<input type="radio"/> Above	
an average of <input type="text" value="85"/>	
<input checked="" type="checkbox"/> Watch Attendance	

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

## Trigger Options

To enable the triggers, check the box marked **Enabled**.

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**. Please note that this option will not be available at all schools - contact your school if you have questions about automated voice notification.

Once your student's trigger is set to your liking, click **Update**.



# Calendar

To view calendar data for one of these 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 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. The following information will be displayed in the box on the right:

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	

3/8/2005

Attendance  
Period 1: ABSENT

# 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	<a href="#">Remove</a>
Abels, James	1048	Training	1	Active	<a href="#">Remove</a>

[Add Students](#)

## Request to add a student

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

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. <b>Please do not use nicknames, but rather the student's full legal name.</b>	
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: <input type="text" value="Texas"/> *
Zip:	<input type="text"/> *
Campus:	<input type="text" value="Select One"/> *
SSN:	<input type="text"/> *
Date of Birth:	<input type="text"/> *
<a href="#">Submit</a>   <a href="#">Cancel</a>	

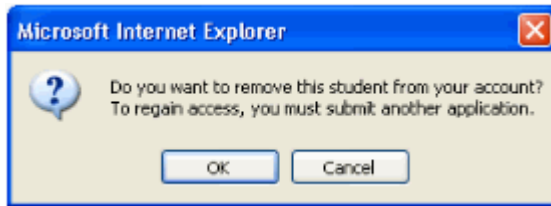
As indicated on this screen, information must be entered in all fields. Take care that all data is accurate; access to the student's grades will be approved or denied based on the information in this application. The school administration will be unable to approve access to this student if any information 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. After clicking **Submit**, the parent will be returned to the **Current Students** list, and the requested student's name will appear with his or her status set to **Pending**.

At any time after submitting a request, parents can see the status of the application by clicking **Manage Students**. The students for whom applications were submitted will be displayed with their status set to **Pending**.

### 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, the parent-entered information is lost, and a new application must be completed before the school administration will consider granting access to the student's grades.

After the application has been submitted, the parent must wait for the school administration to approve or deny the request. Until the administrators have approved access to the student's grades, the parent will be unable to view any information about that student.

Once the administrators approve the request for access to a student's grades, 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 administrators deny the request for access to a student's grades, 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:

A screenshot of a web application window titled "Edit Application for Frank Abels". In the top right corner, there is a "Close Window" link. The "Application Status" is "Denied". On the left, there is a "Messages" section with a message from (4/1/2005 2:26:56 PM) stating "parent1: Names do not match". Below the messages is an "Add message:" text area and a "Send" button. On the right, there is a form titled "Make any necessary changes and click save:". The form contains the following fields: Student ID (1030), Student First Name (Frank), Student Last Name (Abels), Student Address (15303 Huebner Rd Ste 11), City (San Antonio), State (Texas), Zip (78248), Campus (Training), SSN (123-45-6789), and Date of Birth (12/12/89). Each field has a red asterisk indicating it is required. At the bottom of the form are "Save" and "Cancel" buttons.

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:	<a href="#">Reset Password</a>		
		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		
<a href="#">Save</a>   <a href="#">Cancel</a>			

Fields marked with a \* are required.

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



Reset Password - Microsoft Internet Ex...

Old Password:

New Password:

Confirm New Password:

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**.



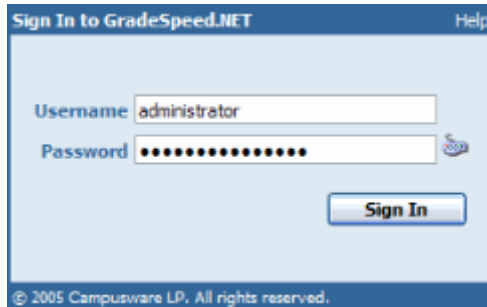
# Discipline

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

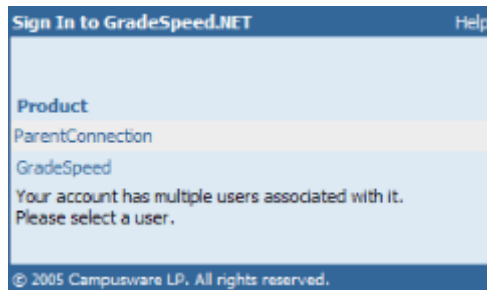


# Administrator login

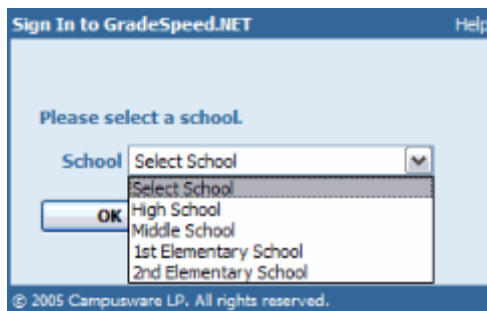
To log in to **ParentConnection** as an administrator, navigate to the main **GradeSpeed.NET** login page and enter the appropriate username and password.



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.

Keep in mind that the **Parent** choice that may be available on the main **GradeSpeed.NET 4.0** login page is only for parents to log in. Administrators for **GradeSpeed.NET 4.0** or **ParentConnection** should always log in with the **Administrator** choice.



# 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

## Pending

- Pending Approvals
- Denied Applications

## Settings

- Server Settings
- Statistics





# Current Users

The **Current Users** screen will be displayed immediately after the user has logged into **ParentConnection** as an administrator.

**Current Users**

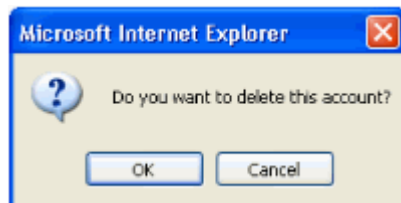
Results per page: 25 ▼

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.

## Delete 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.

<a href="#">General</a>   <a href="#">Students</a>   <a href="#">Add Students</a>   <a href="#">Notes</a>			
<b>parent1</b>			
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 *
	<a href="#">Send E-Mail</a>	Alt Phone:	(210) 614-0781
<a href="#">Save</a>   <a href="#">Save &amp; Close</a>   <a href="#">Close</a>			

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 drop-down list shown below the account password field.

Active ▾
Active
Pending
Suspended
Denied

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. 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.

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.

**Status**

Active

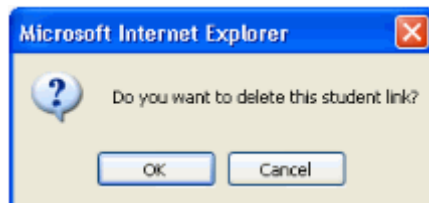
Active

Pending

Suspended

Denied

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.

General | Students | Add Students | Notes

**parent1**

Campus:  
Campusware High School

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)

Students to Add:

Save | Save & Close | Close

Administrators must first specify which campus the desired student attends. To choose the campus, select the appropriate campus name from the drop-down list at the top. Then, locate the student or students in the list below and use the arrow buttons in the center of the screen to transfer them into the **Students to Add** list.

General | Students | Add Students | Notes

**parent1**

Campus:  
CourseLinks Elementary

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)

Students to Add:  
BECKER, CHRISTOPHER (2811)

Save | Save & Close | Close

The administrator is thus 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.

[General](#) | [Students](#) | [Add Students](#) | [Notes](#)

**parent1**

Public Notes (visible to user)	Private Notes (visible only to other admins)
<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>

[Save](#) | [Save & Close](#) | [Close](#)



# Create a Parent Account

(updated 12/06/06)

This 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="checkbox"/>
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, which 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:	parent4 *	First Name:	Benjamin * M.I. <input type="checkbox"/> K
Password:	parent4 *	Last Name:	Smith *
Account Status:	Active <input type="button" value="v"/>	Address:	15303 Huebner Rd *
			Ste. 11
Primary Phone:	210-615-2398 *	City:	San Antonio *
Alternate Phone:	210-614-0781	State:	Texas <input type="button" value="v"/> *
		Zip:	78248 *
E-mail:	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:	parent4	First Name:	Benjamin * M.I. K
Password:	parent4 *	Last Name:	Smith *
Account Status:	Active ▾	Address:	15303 Huebner Rd *
Application date:	9/2/2005 10:47:46 AM	City:	Ste. 11 San Antonio *
		State:	Texas ▾ *
		Zip:	78248 *
E-mail:	spam@campusware.com *	Primary Phone:	(210) 615-2398 *
	<a href="#">Send E-Mail</a>	Alt Phone:	(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 ▾

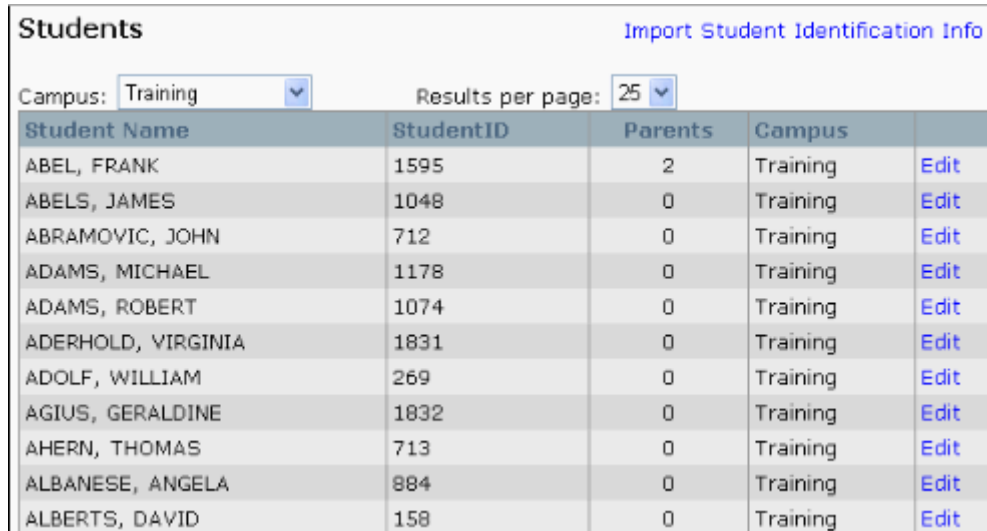
Parent Name	Username	Students	Signup Date	Status		
Alexander, Hedda	halexander	1	8/26/2005 1:56:10 PM	Active	<a href="#">Edit</a>	<a href="#">Delete</a>
Bailey, Bill b	Parent6	2	6/3/2005 1:35:18 PM	Active	<a href="#">Edit</a>	<a href="#">Delete</a>
Colacurcio, JoAnne	fhockey11	0	7/8/2005 7:16:40 AM	Active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

1



# Managing Students

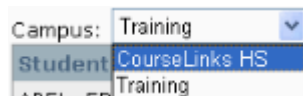
The **Students** screen allows administrators to view student information and create associations between student information and parent accounts. The screen will display a list of the names of all the students who attend a particular campus.



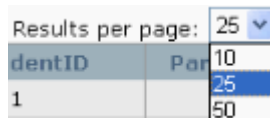
The screenshot shows the 'Students' screen with a title bar containing 'Students' and a link 'Import Student Identification Info'. Below the title bar are two filters: 'Campus: Training' and 'Results per page: 25'. The main content is a table with the following columns: Student Name, StudentID, Parents, Campus, and Edit. The table lists 13 students, all from the 'Training' campus, with varying numbers of parents (0 or 2). Each row has an 'Edit' link.

Student Name	StudentID	Parents	Campus	Edit
ABEL, FRANK	1595	2	Training	Edit
ABELS, JAMES	1048	0	Training	Edit
ABRAMOVIC, JOHN	712	0	Training	Edit
ADAMS, MICHAEL	1178	0	Training	Edit
ADAMS, ROBERT	1074	0	Training	Edit
ADERHOLD, VIRGINIA	1831	0	Training	Edit
ADOLF, WILLIAM	269	0	Training	Edit
AGIUS, GERALDINE	1832	0	Training	Edit
AHERN, THOMAS	713	0	Training	Edit
ALBANESE, ANGELA	884	0	Training	Edit
ALBERTS, DAVID	158	0	Training	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 drop-down list at the top right.



If there are more students than can be displayed on one page, administrators can navigate through the multiple pages using the page numbers at the bottom of the screen.



To view a student's information, click **Edit**. The following screen will appear:

General | Parents | Add Parents

**BARBER, DOUGLAS**

Student ID:	0753338	Address:	711 BISHOP DR (SITE 2334)
Student Name:	BARBER, DOUGLAS		Schoolsville TX 782470000
Campus:	Campusware High School	Custom Fields:	
Parent Name:	[REDACTED]	SSN	
Date of Birth:	062087	Birthdate	
Home Phone:	(352) 750-3682		

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

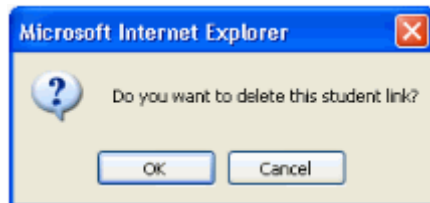
**BARBER, DOUGLAS**

UserName	Parent Name	Status	
parent1	Smith, John J	Active	Remove

Save | Save & Close | Close

To change the parent's status, choose the appropriate status from the 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**. Since this action cannot be reversed, confirm the removal by clicking **OK**.



### 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	
<b>BARBER, DOUGLAS</b>	
Parent Accounts: Abel, Mark (mabel) <b>Havekost, Grant J (parent2)</b> Smith, John J (parent1)	Parents to Add: <div style="border: 1px solid black; height: 100px;"></div>
<input type="button" value="&gt;"/> <input type="button" value="&lt;"/>	
<a href="#">Save</a>   <a href="#">Save &amp; Close</a>   <a href="#">Close</a>	

Use the arrow buttons at the center of the screen to move the desired parent or parents to the **Parents to Add** list.

General   Parents   Add Parents	
<b>BARBER, DOUGLAS</b>	
Parent Accounts: Abel, Mark (mabel) Havekost, Grant J (parent2) Smith, John J (parent1)	Parents to Add: Havekost, Grant J (parent2)
<input type="button" value="&gt;"/> <input type="button" value="&lt;"/>	
<a href="#">Save</a>   <a href="#">Save &amp; Close</a>   <a href="#">Close</a>	

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 retain recent changes and return to the **Student** screen. Click **Close** to discard recent changes and return to the **Student** screen.

### Import Students

The **Import Students** 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. To access this feature, click the **Import Student Identification Info** 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'

Browse to 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 information that has just been imported:

The following are the first few lines of the file.  
What type of data is the first line?

StudentID	SSN	BirthDate	Misc
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

Column Names  
 Student Data

Select the appropriate 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:	None
SSN:	F1
Date of Birth:	F2
	F3
	F4
	None

Next >

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.

Finish

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



# Pending Approvals

When a parent submits an application for access to a student's grades, the request is placed in queue of these 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	<a href="#">Details</a>

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		Parent Name:	Smith, John J				
Username:	parent1		Username:	parent1				
Address:	15303 Huebner Rd Suite 11 San Antonio TX 78248		Address:	15303 Huebner Rd Suite 11 San Antonio TX 78248				
Home Phone:	(210) 614-0781		Home Phone:	(210) 614-0781				
E-mail Address:	mike@campusware.com		E-mail Address:	mike@campusware.com				

This window displays information from the parent's profile, and allows the administrator to compare student information from the district profile and from the parent's application side-by-side. The administrator must then decide whether to **Approve** or **Deny** the request based on the information displayed.

## 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	<a href="#">Remove</a>
Abels, Frank	1030	Training	Denied	<a href="#">Remove</a>
Sanders, Teresa	455	Training	Active	<a href="#">Remove</a>
Sanders, William	433	Training	Active	<a href="#">Remove</a>
Turner, Bob	5164	Training	Pending	<a href="#">Remove</a>

[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 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	<a href="#">Edit</a>	<a href="#">Delete</a>
Bailey, Bill b	Parent6	2	6/3/2005 1:35:18 PM	Active	<a href="#">Edit</a>	<a href="#">Delete</a>
Colacurcio, JoAnne	fhockey11	0	7/8/2005 7:16:40 AM	Active	<a href="#">Edit</a>	<a href="#">Delete</a>
Parent, Jane Y	parent2	0	5/10/2005 9:14:30 AM	Active	<a href="#">Edit</a>	<a href="#">Delete</a>
Parent, Joe Q	parent1	3	5/10/2005 9:13:15 AM	Active	<a href="#">Edit</a>	<a href="#">Delete</a>
Parent, Sally	parent33	3	6/14/2005 8:01:02 AM	Active	<a href="#">Edit</a>	<a href="#">Delete</a>
Parent, Sample	Parent2929	3	6/14/2005 7:56:44 AM	Active	<a href="#">Edit</a>	<a href="#">Delete</a>
Smith, Ben	test1	0	8/22/2005 11:36:47 AM	Active	<a href="#">Edit</a>	<a href="#">Delete</a>
Smith, Benjamin K	parent4	0	9/2/2005 10:47:46 AM	Active	<a href="#">Edit</a>	<a href="#">Delete</a>

Select the **Students** tab.

General | **Students** | Add Students | Notes

parent1

Name	Student ID	Campus	Status	
ABEL, FRANK	1595	Training	Pending	<a href="#">Remove</a>
ABELS, JAMES	1048	Training	Denied	<a href="#">Remove</a>

[Save](#) | [Save & Close](#) | [Close](#)

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.

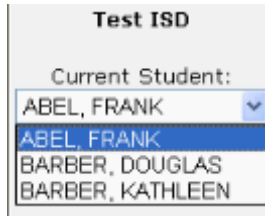
Another way is to click **Edit** next to the student's name in the **Students** list, select the **Parents** tab, and change the **Status** of the parent association as described above.



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](#).



# 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 then has the option to change the data and resubmit the application to the administrator.

The **Denied Applications** screen displays the status of the 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

Parent Name	Student Name	Last Change	
Smith, Benjamin K	Abel, James	9/2/2005 2:03:52 PM	<a href="#">Open</a>

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 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**.

# Server Settings

(updated 12/06/06)

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. The screen will appear as below:

## General Settings

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

The screenshot shows the 'Server Settings' window with the 'General Settings' tab selected. The window has a title bar and a navigation bar with tabs: 'General Settings', 'User Settings', 'Student Settings', 'Note Settings', 'Email', and 'Advanced'. The 'General Settings' tab is active. The form contains the following elements:

- Registration Key:** A text input field.
- # of Users:** A text input field containing the value '0'.
- Public Web Address:** A text input field containing 'http://training.gradespeed.net/pc'. To its right, there is a smaller text input field containing 'i.e. http://gradebook.testisd.org/pc'.
- Agreement text:** A large text area containing the placeholder text 'Enter agreement here'.
- Default State:** A dropdown menu currently set to 'Texas'.
- Logo:** A section with three radio button options: 'Default' (which is selected), 'File', and 'URL'. The 'File' option has a text input field and a 'Browse...' button next to it. The 'URL' option has a text input field.
- Buttons:** At the bottom left, there are 'Save' and 'Cancel' buttons.

**District Name** - The registered district name will appear on many all **ParentConnection** pages.

**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.

## 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"/> E-mail Address <input checked="" type="checkbox"/> Primary Phone
Display Settings:	Home Screen: <input type="text" value="Default"/> <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
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.
<input type="button" value="Save"/>   <input type="button" value="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

## Student Settings

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

Server Settings	
<a href="#">General Settings</a>   <a href="#">User Settings</a>   <a href="#">Student Settings</a>   <a href="#">Note Settings</a>   <a href="#">Advanced</a>	
Student Identifier 1:	<input type="text" value="SSN"/> (leave blank to turn off)
Format:	<input type="text" value="123-45-6789"/>
Student Identifier 2:	<input type="text" value="Date of Birth"/> (leave blank to turn off)
Format:	<input type="text"/>
Student Identifier 3:	<input type="text"/> (leave blank to turn off)
Format:	<input type="text"/>
Parents per Student:	<input type="text" value="0"/> (0 for unlimited)
<input type="button" value="Save"/>   <input type="button" value="Cancel"/>	

**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 SSN and birthdate is much more likely to be a parent or guardian with a legitimate right to view the child's grades.

**Format** - the administrator can enter a properly-formatted sample of the data for parents to see.

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

## 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.

The screenshot shows a web interface titled "Server Settings" with a sub-tab "Note Settings". The interface contains four text input fields for notes, each with a vertical scrollbar on the right side. The fields are labeled as follows:

- Login screen note:
- Parent sign-up screen note:
- Parent main screen note:
- Add student screen note:

At the bottom of the form, there are two buttons: "Save" and "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 emails sent to users 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:  i.e. mail.testisd.org

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

Customization Type:

Subject:

Dear %UserFirstName%, asdfasf

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.

Test Email Recipient:

**E-mail Server** - This field should contain the name of the school's email server.

**E-mail Sender Address** - Any email messages sent by **ParentConnection** will appear to be sent from the address entered in this field.

**Customization Type** - To customize one of the system-generated emails that can be sent from **ParentConnection**, select the type from the drop-down list

- Welcome
- Forgot Your Password
- Approval
- Denial
- Redenial
- Delete

The administrative user can then modify the email text and **Subject**. Note the codes listed onscreen, which that can be used to automatically insert the appropriate information into the email text or **Subject**.

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, uncheck 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.

ParentConnection Statistics	
Account Stats	
Total Parent Accounts:	3
Active Parent Accounts:	3
Total Student Links:	6
Active Student Links:	5

- 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 **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.



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