

GradeSpeed/**ParentConnection**

Parent Instruction Guide

Overview

As a Parent, you will be able to access the following items from your student's account:

Grades	<i>View grade information for the student(s)</i>
Attendance	<i>View attendance information for the student(s)</i>
Assignments	<i>View the student's assignments</i>
Triggers	<i>Alerts allowing parents to receive notices via email or text message based on the settings they create to monitor the student's grades and/or attendance*</i>
Calendar	<i>Contains events that are district wide and school specific</i>
Manage Student	<i>Manage associated student(s) or add new student(s)</i>
My Settings	<i>The parent has an opportunity to view/edit their account information and change the account password</i>

****Note:** Attendance alerts are received per period. You will receive multiple triggers if a student is marked absent for more than one period of the day.*

In addition to the items above, parents may use **ParentConnection** as a means of communication with their student's teachers. **Schools must be using GradeSpeed before parents can use ParentConnection to monitor their child.**

Instructions

Creating an Account in *ParentConnection*

1. Go to the following web address:

<https://gradespeed.mnps.org/pc>

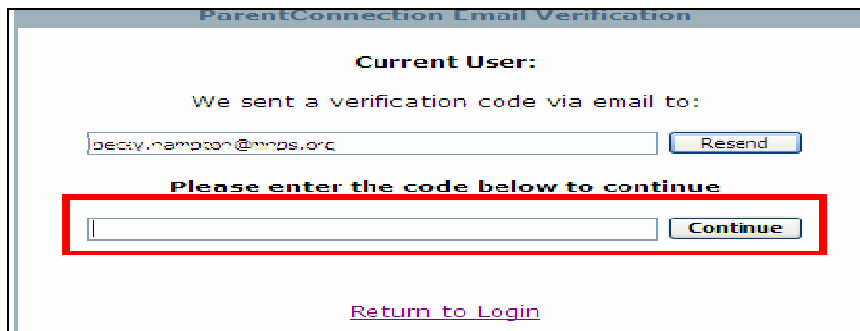
2. Click on the **Click here to sign up** link.

3. On the **Parent Account Signup** page complete the required fields marked with an asterisk *.

4. You must **read and accept the User Agreement** before moving forward.

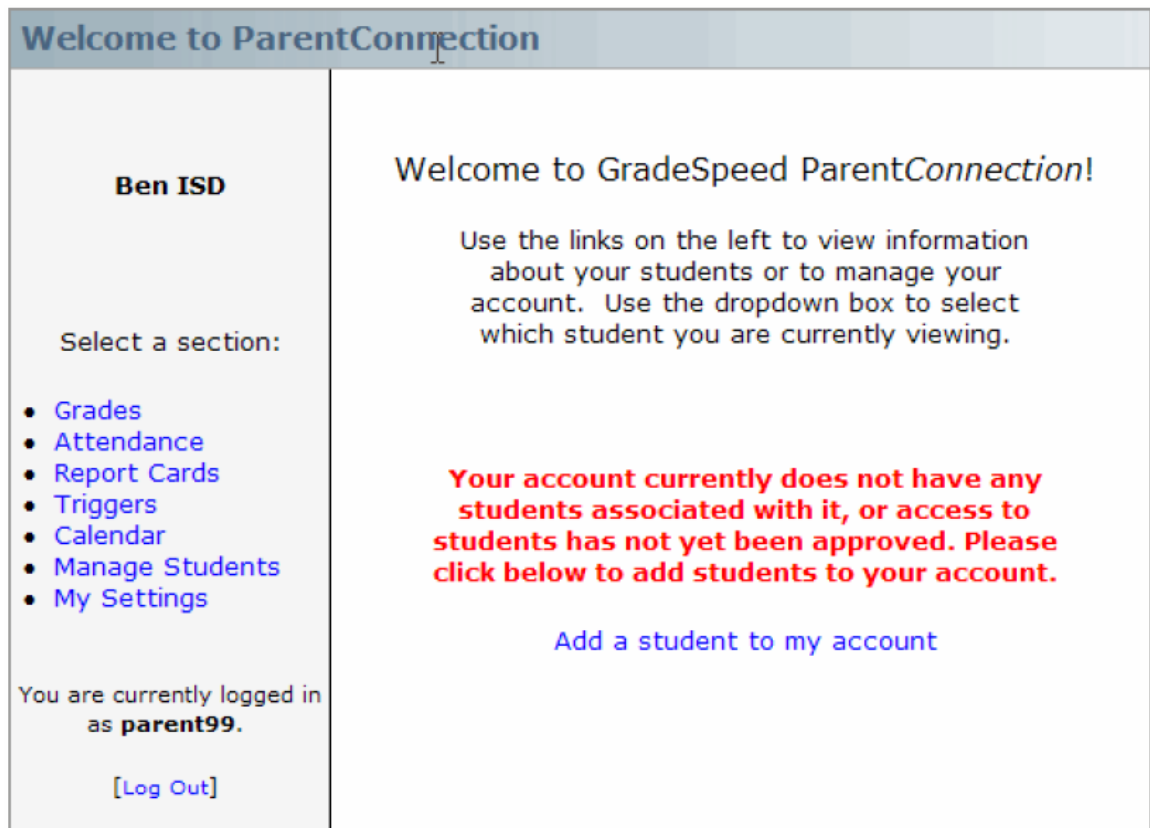
5. **Click Sign Up.**
6. You will receive a message stating ***an email has been sent to the email address provided. This may take a few minutes or hours to receive. MNPS has no control over the time this takes, as this is controlled by outside sources.***

7. **Open the email** sent to your account **and retrieve the verification code** sent to you.
8. **Enter the verification code exactly as shown in the email.**



The screenshot shows a web page titled "ParentConnection Email Verification". It displays the "Current User:" information and a message: "We sent a verification code via email to:". Below this, there is a text input field containing the email address "becky.hampton@mpos.org" and a "Resend" button. A red box highlights the "Please enter the code below to continue" instruction and the corresponding text input field and "Continue" button. At the bottom, there is a "Return to Login" link.

9. **Click Continue.** You are now logged into **ParentConnection**.



The screenshot shows the "Welcome to ParentConnection" page. The left sidebar identifies the user as "Ben ISD" and lists navigation options: "Select a section:" followed by "Grades", "Attendance", "Report Cards", "Triggers", "Calendar", "Manage Students", and "My Settings". It also shows the user is logged in as "parent99" with a "[Log Out]" link. The main content area says "Welcome to GradeSpeed ParentConnection!" and provides instructions on how to use the site. A red message states: "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." Below this message is a blue link: "Add a student to my account".

Once your account is set up, students may be added to your account.

Adding a Student to an Account

1. Click **Add a student to my account** link.

[Add a student to my account](#)

2. An Application screen will be displayed.

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	

3. Enter student information in **all fields**. **All information must be entered exactly as the school entry in ChancerySMS**. Please contact the school for assistance.

- Names may need a title. Mr. or Mrs. or Dr. or Ms.
- The street type must be abbreviated and it should approve the address with or without the punctuation: **Bldv, Blvd., Rd, Rd., Dr or Dr.**, etc. Do not type Apt before the apartment number in the street address, instead space **after** the street address, then type the apartment number, i.e., **C9, 31, C 9, #A21**.
- When entering Date information please **Use MM / DD / YYYY**

4. Click **Submit**.

5. You will receive a dialog box and email informing you of your application status. *This may take a few minutes or hours to receive. MNPS has no control over the time this takes, as this is controlled by outside sources.*

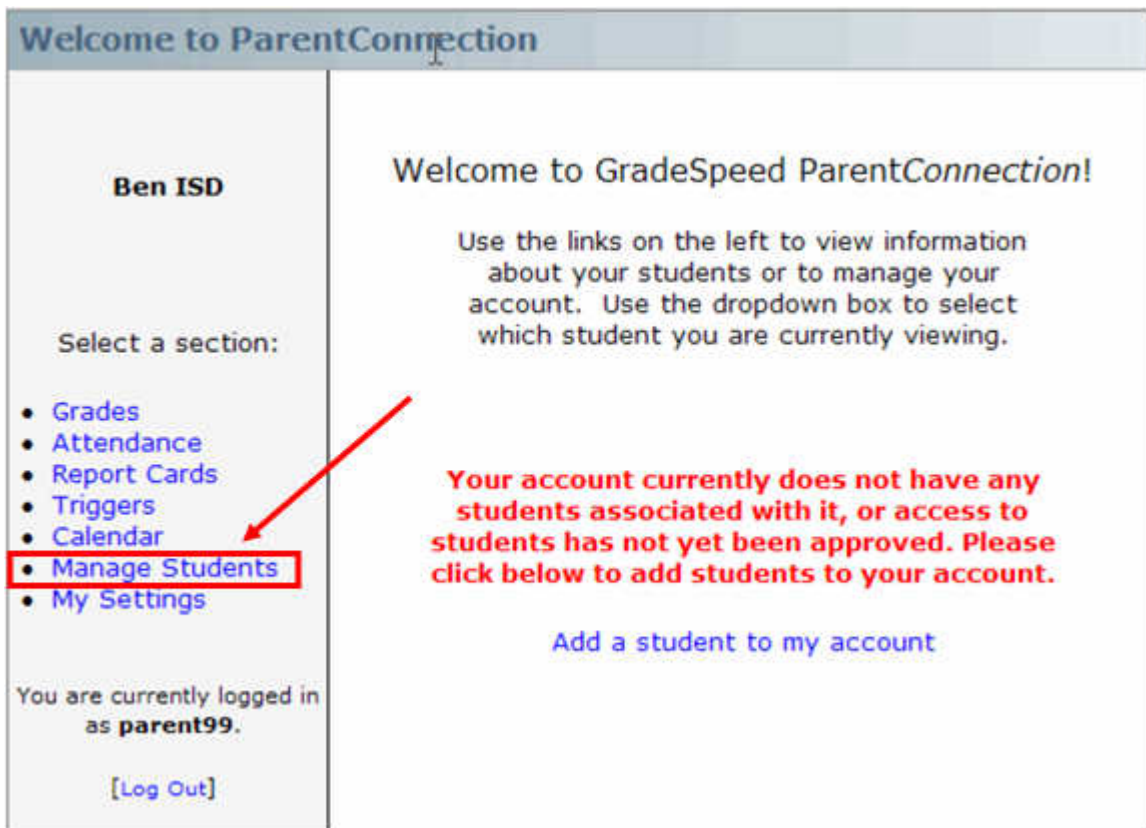
6. Your *status will one of the following:*

- **Pending**-The ParentConnection administrator is verifying the account. You will receive an email informing you once the administrator has approved or denied your request.
- **Approved**-All information was verified and matches Chancery. Access to the student has been added to this account.

- **Denied-** *If any information entered did not match the information on file for your student your access will be denied.* A message box will be displayed detailing which items are incorrect and an email will be sent to the address provided.

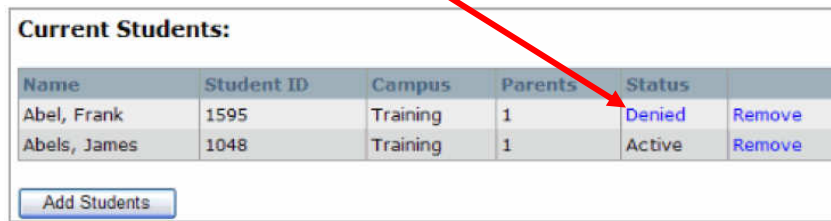


At any time after submitting an application to add a student, parents can see the status of the application by **logging into Parent Connection and clicking Manage Students.**



Correcting a Denied Account:

1. If denied, click on the **Denied** link.



The screenshot shows a table titled 'Current Students' with the following data:

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

Below the table is a button labeled 'Add Students'. A red arrow points from the text above to the 'Denied' status in the table.

2. The Application will be displayed with the **incorrect information displayed in red**. The comments in the text box on the left side will indicate the reason the account was rejected.

Most Common Errors are:

- Incorrect Student ID
 - Address Errors
 - Incorrect format for dates (always use MM/DD/YYYY)
3. **Correct the information and Click Save** to submit the application again. Schools should be able to offer assistance to correct errors on the application.

Adding Additional Students to your Account:

1. **Once your account is approved**, additional students may be added to your account. ParentConnection is district wide so you will not need a separate account for each student or for students at different schools (**at the present time you may only add students attending participating GradeSpeed Schools**).
2. **Log into ParentConnection.**
3. **Click the Add a student to my account link.**

[Add a student to my account](#)

OR

Click on Manage Students

- Assignments
- Grades
- Attendance
- Triggers
- Calendar
- **Manage Students**
- My Settings

If the Manage Students option is chosen, all students currently associated with the account will be displayed once the screen refreshes.

Current Students:

Name	Student ID	Campus	Parents	Status	
Student 1	*****	Glencliff High School	1	Active	Remove
Student 2	*****	Glencliff High School	1	Active	Remove

[Add Students](#)

Click on Add Students.

7. An Application screen will be displayed.
8. **Complete the Application** using the same tips and guides listed in Adding a Student to an Account (Step 3).

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"/> *
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](#)

Viewing Student Information

After Access has been approved for a Student, a Parent can then log in and view their student's information.

1. Log In to Parent Connection

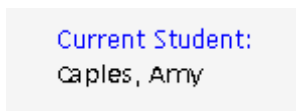
<https://gradespeed.mnps.org/pc>

All students currently associated with the account will be displayed once the screen refreshes.

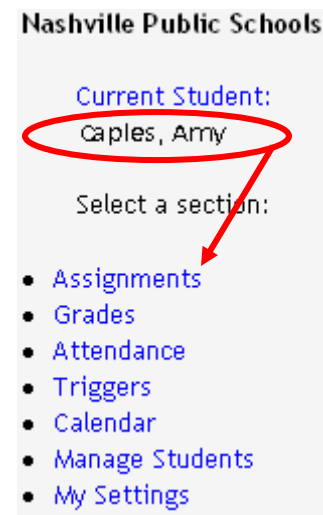
2. Click on the Current Student dropdown to select a student.



If there is only one student, there will not be a dropdown. The Student's name will be displayed.



3. Click the links in blue on the left side of the page to navigate through the student's information. These links will access information for the student showing under current student.



Logging Out of ParentConnection

At any time while in your ParentConnection Account, **Click on Log Out** to exit ParentConnection.

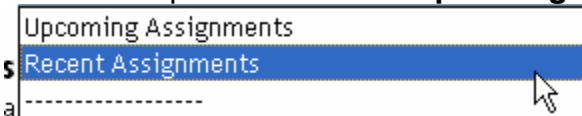
[\[Log Out\]](#)

Viewing Assignments

1. Click on the **Assignments** link, to view assignment information.

- **Assignments** ←
- Grades
- Attendance
- Triggers
- Calendar
- Manage Students
- My Settings

2. Use the dropdown to **Select Upcoming or Recent Assignments.**



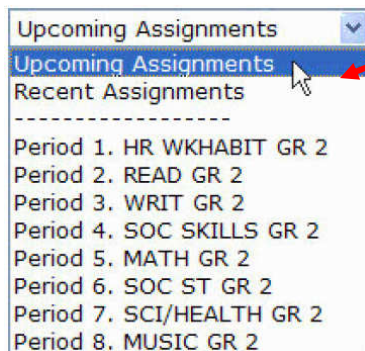
3. *Assignments will be displayed for the selection made.* Click on the **Class Title** link to view all assignments for that class.

Assignments

1. Breaking the Barrier - Subj. - Due Thursday, October 23, 2008 Class: Period 2MTWRF. Spanish Lang AP F-14 - Cycle 2

OR

To view a specific period or class use the display dropdown and click on the desired class.



4. *Assignments will be displayed for the selection made.*

Assignments

1. Breaking the Barrier - Subj. - Due Thursday, October 23, 2008
 Class: [Period 2MTWRF. Spanish Lang AP F-14 - Cycle 2](#)
 Category: Homework
 Assigned: Tuesday, October 21, 2008
 Grade Received: 30

2. Act. de Escuchar - Due Thursday, Oct
 Class: [Period 2MTWRF. Spanish Lang AP F-](#)
 Category: Homework
 Assigned: Wednesday, October 22, 2008
 Grade Received: 7

To see total points possible vs. points earned, click on the Grades Link [Grades](#) and the Click on the Cycle Grade for the class, to see the details of an assignment.

Teacher	Notes	Course	Period	Cycle 1	Cycle 2
Teacher's Name	Note	Calculus AP/BC F-14	1MTWRF	93	95

5. If needed, you may contact the teacher via email by clicking on the email link located under the Class heading on the assignment page.

Class

Teacher
 John Smith
 Email: johnsmith@mnps.org

Viewing Grades

1. **Clicking the Grades link** [Grades](#) will allow you to view the student's grades. You may click on the **teachers name** from this screen to send an email to the teacher or click on the **Notes** link to send a note to the teacher. You may also receive notes from the student's teacher on this page.

Student Grades

(Glenduff High School)

Teacher	Notes	Course	Period	Cycle 1	Cycle 2	Exam 1	Sem 1	Cycle 3	Cycle 4	Exam 2	Sem 2
Teacher Name	Note	Class Piano III F/S -2	1MTRF	98	97	Exc	98	99			

Send teacher an email Send teacher a note. Shows a detail of the assignments and grades making up this average.

Important: Using the notes feature to communicate with the teacher, does not Alert the teacher that a note has been sent. For prompt responses please use email.

- To see details pertaining to the cycle grade, **click the average link**. *These details include number of assignments, points possible for an assignment grade (20 out of 25 etc.), due dates etc.*

Period	Cycle 1	Cycle 2
1MTWRF	93	88

Click here to see grade average details.

Calculus AP/BC F-14 (Period 1MTWRF) 93

Tests 1 *

Assignment	Assigned	Due	Points Possible	Points Earned	Note
Test-AROC, trapezoidal rule, limits	Sep-5	Sep-5	70	67	
Test-Limits and Derivatives	Oct-2	Oct-2	80	47	
			Average	76	

Homework 1 *

Assignment	Assigned	Due	Points Possible	Points Earned	Note
Summer Packet	Aug-11	Aug-12	50	51.5	
Graphing Polar Equations p. 5 #1, 2	Aug-13	Aug-14	14	13	
HW-p. 88 #3,9-12,13,19,21,23,27,29	Aug-14	Aug-15	15	15	
	Sep-12	Sep-16	15	14	
			Average	99.47	

Classwork and Projects 1 *

Assignment	Assigned	Due	Points Possible	Points Earned	Note
Marathon Man	Aug-25	Aug-26	20	20	
Limits on a graph	Aug-26	Aug-27	12	12	

If the average link is not selected, the only information showing is the total grade earned.

Viewing Attendance

- Click on the Attendance link. • [Attendance](#)
- All Attendance exceptions (absences, early dismissal, tardy etc.) for each period will be displayed. **Scroll through the list to locate a specific date.**

Date	Class Period	Description
8/13/2008 (Aug-13)	5MTWRF	Absent Unexcused <i>ABSENT 5th PERIOD ONLY</i>
8/15/2008 (Aug-15)	7MTWRF	Absent Unexcused <i>ABSENT 7TH PERIOD ONLY</i>
9/8/2008 (Sep-8)	1MTWRF	Ex Absent
	2MTWRF	Ex Absent
	3MTWRF	Ex Absent
	4MTWRF	Ex Absent
	5MTWRF	Ex Absent
	6MTWRF	Ex Absent
	7MTWRF	Ex Absent
9/15/2008 (Sep-15)	1MTWRF	Ex Absent

ABSENT ALL DAY

Viewing the Calendar

1. Click on the Calendar link. • [Calendar](#)
2. A current month Calendar will be displayed.

October 2008						
Sep						Nov
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29 1 Event	30 2 Events	1	2	3 1 Event	4
5	6	7 7 Events	8 1 Event	9 1 Event	10	11
12	13	14 1 Event	15 1 Event	16 3 Events	17	18 1 Event
19	20 1 Event	21 2 Events	22 1 Event	23	24	25
26	27 1 Event	28 1 Event	29	30	31	1 1 Event
2	3	4	5	6	7	8

3. Any date that has an "Event" will be highlighted. Including Attendance exceptions. Click on the Calendar Date to view the details.



4. The details will display in a Gray box to the right.

10/16/2008

School Event
 Brown Bag Lunch, HFA Lecture Hall 11:30 a.m
 Is an Honors Program/Honors College Right for You?
 Guest Speaker: Ms. Amanda Hemmingway
 Murray State University (KY)

Attendance
 Period 6MTWRF: DS-Early
 Period 7MTWRF: Ex Absent

Viewing ParentConnection Settings

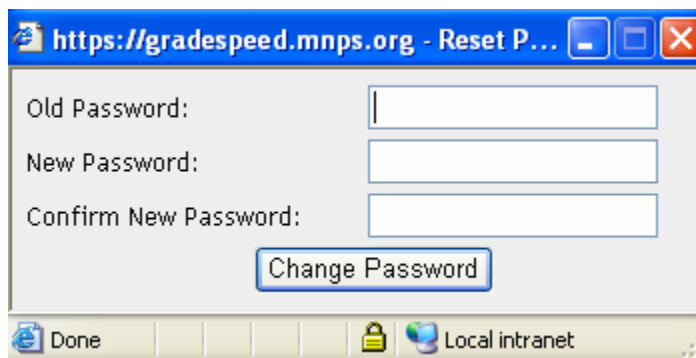
1. Click on My Settings.
 - [My Settings](#)
2. All Information pertaining to your account will be displayed.

My Settings

Username:	<i>AmysMOM</i>	Name:	<i>MaryAnn Caples</i>
Password:	Reset Password		
		Address*:	<input type="text" value="311 Any Street Dr"/> <input type="text"/>
		City*:	<input type="text" value="Antioch"/>
Primary Phone*:	<input type="text" value="615"/> <input type="text" value="555"/> <input type="text" value="1234"/>	State*:	<input type="text" value="Tennessee"/>
Alternate Phone:	<input type="text" value="615"/> <input type="text" value="555"/> <input type="text" value="9876"/>	Zip*:	<input type="text" value="37013"/>
Email Addresses			
		Primary	Status
	<input type="text" value="anyparent@email.com"/>	<input checked="" type="radio"/>	Verified
<input type="button" value="Add Email"/>			
Save Cancel		Fields marked with a * are required.	

3. Corrections can be made to the Account Information at any time on this page. Enter the corrected information in the appropriate field and Click on Save.
4. To change the password

- Click on the Reset Password Link. [Reset Password](#)
- Complete the Screen and Click on Change Password.



The screenshot shows a web browser window with the address bar displaying "https://gradespeed.mnps.org - Reset P...". The page content includes three text input fields labeled "Old Password:", "New Password:", and "Confirm New Password:". Below these fields is a "Change Password" button. The browser's status bar at the bottom shows "Done", a lock icon, and "Local intranet".

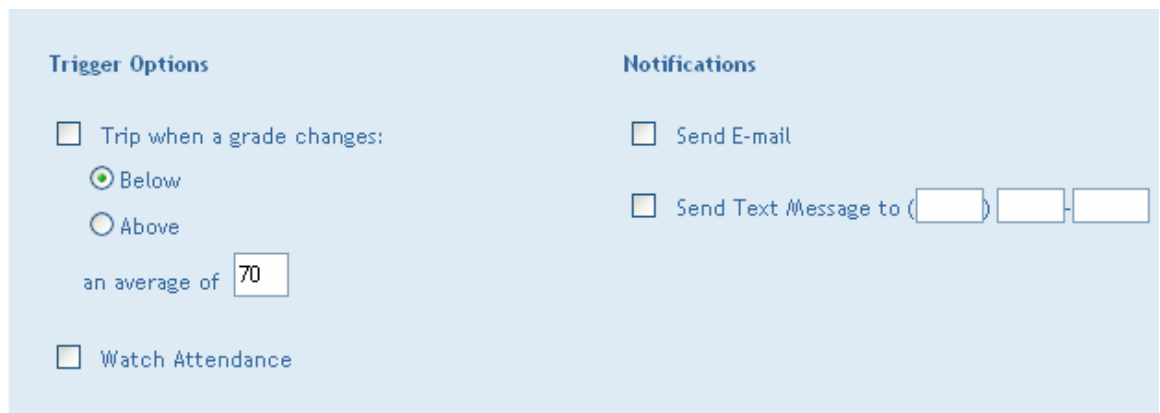
Viewing Triggers

Triggers are used to notify a parent when a student's grade drops below a specific level. If selected, triggers will also notify a parent when a student has an Attendance Exception (Absence).

IMPORTANT:

If Watch Attendance is Selected, one notification will be sent for each class listed in the student's schedule.

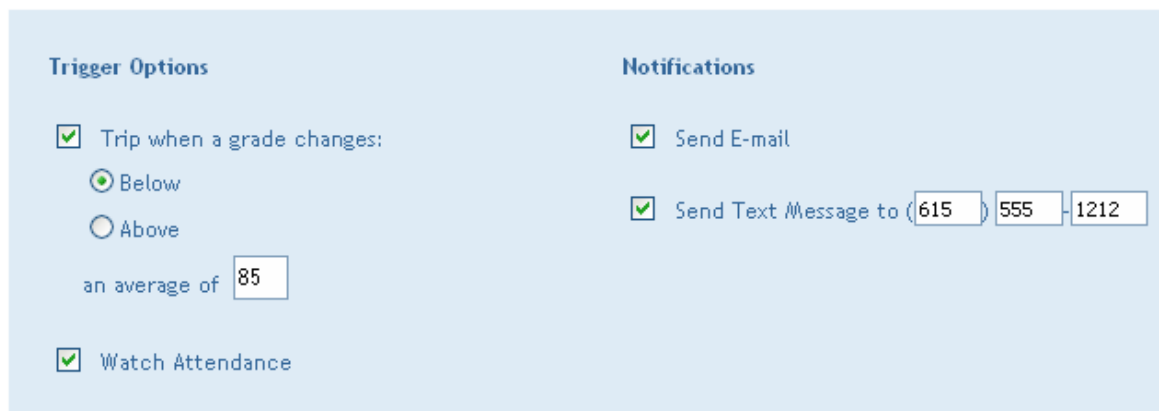
1. Click on Triggers. • [Triggers](#)
2. The Triggers screen will be displayed.



The screenshot shows the 'Triggers' configuration screen. It is divided into two columns: 'Trigger Options' and 'Notifications'. Under 'Trigger Options', there is a checkbox for 'Trip when a grade changes:' which is currently unchecked. Below it are two radio buttons: 'Below' (selected) and 'Above'. A text input field next to 'Below' contains the number '70'. At the bottom of this column is another unchecked checkbox for 'Watch Attendance'. Under 'Notifications', there is an unchecked checkbox for 'Send E-mail' and an unchecked checkbox for 'Send Text Message to' followed by three empty text input fields for a phone number.

Update

3. Make the selections and Enter the information needed for notification.



The screenshot shows the 'Triggers' configuration screen after selections. In the 'Trigger Options' column, the 'Trip when a grade changes:' checkbox is now checked. The 'Below' radio button remains selected, and the text input field now contains '85'. The 'Watch Attendance' checkbox is also checked. In the 'Notifications' column, both the 'Send E-mail' and 'Send Text Message to' checkboxes are checked. The phone number input fields now contain the digits '615', '555', and '1212' respectively.

Your carrier's fees may apply for text messages.

4. Click on Update to Save.

Update