

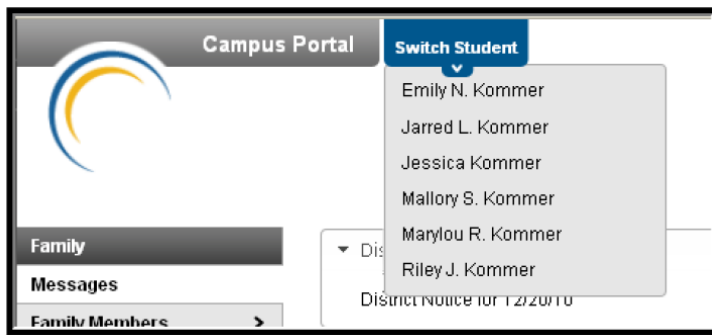
# Parent Portal Updates

## Navigating the Campus Portal

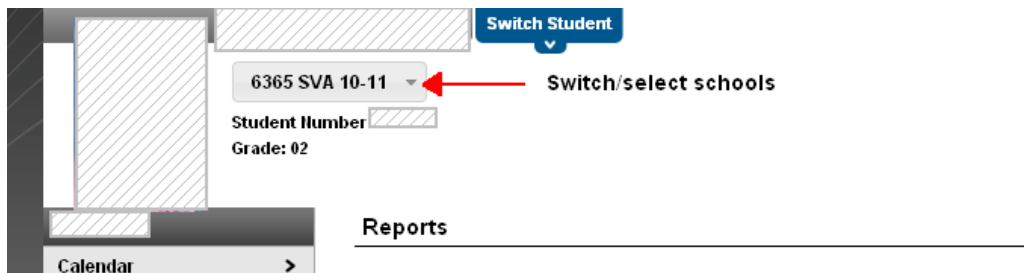
Once logged in, an index of accessible information for the household as a whole is listed in the navigation pane located on the left hand side of the screen. **Sign Out** and **Home buttons** appear in the top right corner of the screen, with the Name of the individual logged into the Portal appearing next to these buttons. Clicking the Home button will take the user back to the homepage seen upon signing in. This page contains the Family and User Account sections of the navigation pane. When user first logs in the Messages tab located in the Family section is selected.



Use the **Switch Student** drop down in the top left of the screen to view all of the students a user has rights to view and select a student to view Portal information for that student only. The Switch Student option will not be displayed if there is only one student that the parent has rights to view portal information for. Student picture and Student ID are also displayed will be available in this view.



Use the Switch schools drop down if the student has been at multiple schools within the school year



## Student Attendance

Using the Attendance tab, parents can monitor student attendance using a variety of summary options. The attendance information displayed on the portal occurs in real time as the teacher or building attendance clerk enters absent and tardy designations.

Attendance tab displays for the selected student. The Calendar allows parent to quickly view attendance for each month. Clicking the black circled arrow allows parents to view each month in the current school calendar. Today is outlined in blue. All instructional days are selectable. Non-instructional days are grayed out and cannot be selected. Attendance events display in color according to the legend beneath the calendar. Selecting a colored day in the calendar displays the detailed in a pop up window. A set of four tabs allows a user to view attendance information by Course, by Period, by Day and by Term.

**Attendance**

December 2010    January 2011    February 2011

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28					
							30	31												

Dates that are highlighted can be clicked to view daily period details.    Excused    Unexcused    Exempt    Unknown

Course    Period    Day    Term

Attendance Summary by Course

Course	Teacher	Periods Absent	Tardy	Early Release	Present
▶ 202 PULL OUT MATH	LARSEN C	2	0	0	1
▶ 001D LANGUAGE ARTS	POILMEIER L	0	0	0	0
▶ 802 MATH	FALLDORF I	2	0	1	0
▶ 804 SOCIAL STUDIES	BRIDGER L	2	0	0	0
▶ 805 SCIENCE	CARPENTER C	2	0	0	1
▶ 813 FCS	BUSHHOUSE L	2	0	0	0
▶ 814 ART B	CYBORON G	1	0	0	0

The attendance colors are defined as follows.

Color	Code	Definition
Green	Excused	Absences excused as per District policy for example 'Illness'
Red	Unexcused	Absences unexcused as per District policy for example 'Tardy'
Grey	Exempt	These are school-sponsored events, such as field trips or athletic activities.
Yellow	Unknown	The reason for the absence has not been verified by school staff. <i>Attendance taken by the teacher displays in yellow until it has been verified by school staff and an excuse type has been assigned.</i>

Clicking on any instructional day in the calendars will generate an **Attendance Detail** pop up for that day. Attendance Details displays a detailed view of the day listing each period long with the course and time detail.

If an attendance event occurred on the day, then the attendance code and description will display in the Description column. Click the "X" in the top right corner to return to the original screen.

The screenshot shows a window titled "Attendance Details" with a close button (X) in the top right corner. Below the title bar, there is a bell icon and the text "January 4, 2011 - Tuesday (Even Day)" and "Term: QT2". The main content is a table with the following columns: Period, Course, Time, and Description. The table lists attendance for various periods and courses, with descriptions for periods 1 and 2 indicating "ERex:Early Release Excused".

Period	Course	Time	Description
PT	850 PRIMETIME	08:00 AM - 08:13 AM	ERex:Early Release Excused
1	802 MATH	08:15 AM - 09:00 AM	ERex:Early Release Excused
2	801B LANGUAGE ARTS	09:03 AM - 09:59 AM	
3	821 INST TECH	10:01 AM - 10:46 AM	
4	804 SOCIAL STUDIES	10:48 AM - 11:40 AM	
5	813 FCS	11:42 AM - 12:17 PM	
6	888 LUNCH	12:19 PM - 01:10 PM	
7	805 SCIENCE	01:12 PM - 01:55 PM	
8	202 PULL OUT MATH	01:57 PM - 02:42 PM	
9	833 VOCAL MUSIC	02:45 PM - 03:30 PM	
ACT	110 TEAM MATES	03:31 PM - 03:32 PM	

At the bottom of the window, there is a navigation bar with a right-pointing triangle, the text "802 MATH", "FALLDORF I", and a series of numbers: "2", "0", "1", "0".

Each summary tab provides a detailed view of the students period-based attendance. Selectable links are displayed in blue. Clicking a right facing triangle displays a list of the dates which are included in the attendance period totals. Selecting a date allows the user

to view the Attendance Details for the day. When a period count link is selected a pop up displays excuse type detail. The Period tab allows the user to move from one term to the next using the arrows located below Attendance Summary by Period. The Term tab offers an additional column displaying Whole/Half day attendance for each term.

Attendance Summary by Period

Term: QT2  
11/02/2010 - 01/23/2011

Period	Absent	Tardy	Early Release	Present
PT (08:00 AM-08:13 AM)	2	0	1	0
<ul style="list-style-type: none"> <li>01/03/2011 Monday - Present Exempt</li> <li>01/04/2011 Tuesday - Early Release Excused</li> <li>01/07/2011 Friday - Absent Unexcused</li> <li>01/10/2011 Monday - Absent Excused</li> </ul>				
1 (08:15 AM-09:00 AM)	1	0	1	0
2 (09:03 AM-09:59 AM)	2	0	0	0
3 (10:01 AM-10:46 AM)	1	0	0	0

In the Attendance Summaries, numbers or dates indicating attendance events can be clicked on to generate an additional detail screen about that attendance event or day. Clicking a number, such as an absence total, will display a detail screen as in the image below, describing attendance events as Excused, Unexcused, Exempt or Unknown.

Attendance Summary by Day

Date	PT	1	2	3	4	5	6	7	8	9	ACT
01/18/2011 Tue											
01/11/2011 Tue											
01/10/2011 Mon	A	A	A	A	A						
01/07/2011 Fri	A	A									
01/05/2011 Wed				E							
01/04/2011 Tue	E	E									
01/03/2011 Mon	P	P	P	P	P	P	P	P	P	P	
10/04/2010 Mon	A	A	A	A	A	A	A	A	A	A	
<b>Absent Totals</b>	<b>3</b>	2	3	2	2	3	2	2	2	2	0
<b>Tardy Totals</b>	0	0	0	0	0	0	0	0	0	1	0
<b>Early Release Totals</b>	1	1	0	0	0	0	0	0	0	0	0
<b>Present Totals</b>	0	0	0	0	0	0	1	1	1	0	0

**Absent Details**

Period: PT

- Excused 2
- Unexcused 1
- Exempt 0
- Unknown 0

## Student Health

Compliance Status for immunizations will now be displayed on the Health tab.

Mallory	Health																																																																										
Calendar >	Immunizations																																																																										
Schedule >	* Vaccines with no Compliance Status are not mandatory or they contribute to the Compliance Status of another vaccine.																																																																										
Attendance >																																																																											
Health																																																																											
Transportation >																																																																											
Fees >																																																																											
To Do List >																																																																											
Reports >																																																																											
Family																																																																											
Messages >																																																																											
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## Fees

The Fees tab provides a list of all fees assigned to the student. These fees can include a lab fee for a science course, a fee for a field trip or the cost of an athletic activity. Both fees that are still owed and ones that have been paid appear in this list, followed by the ongoing balance for all fees.

Mallory	Fee Statement																							
Calendar >	Test Fees																							
Schedule >	Fees: 1																							
Attendance >	Debit: \$15.00																							
Health >	Balance: \$15.00																							
Transportation >																								
Fees																								
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01/21/2011	MS Activity Fee	Activity	\$15.00	\$0.00	\$15.00																			
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Parents will see new and enhanced features in the Fees module in the 2011-2012 school year. Information on these features will be coming in the next school year.