

2009

Parent Connect User Guide



Ministry of Education

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The Quick Start

While more detailed information can be found inside, what follows are very quick instructions on how to perform the most common tasks. For more detail, look further in this manual. Once logged in, these are most frequently performed operations.

- **Change your password** – this is done by clicking on SETTINGS
- **Define alerts** – Also on the SETTINGS page – you can set alerts which will tell you when the system has seen a certain event for your child(ren). These settings apply to all children registered to this account.
- **View a different student** – on any page (except HOME) you can click the drop down box to view information on a different child - if applicable.
- **Check your child's assignments** – go to the ASSIGNMENTS pencil. If it helps, click on the word "course" at the top of the column to sort by course.
- **View your child's attendance** – Go to the attendance tab. The calendar will show any attendance events for this month.
- **View your child's current grade** – Go to the ASSIGNMENTS pencil and then click on the Class Scores button. This will show your child's current marking period grade. If you click on the grade itself, you will see all contributing assignments.

Introduction

The Ministry of Education has implemented a parent portal called Parent Connect. With the Parent Connect product, parents of guardians of students register for an account with us, and then sign in and view certain pieces of student demographic and performance data including: Grades, assignments, and attendance data.

Our Parent Connect portal is available to parents/guardians of children at the following schools:

- All Middle Schools
- All Senior Schools
- All Primary and Special Schools (to be added at a later date)

The Site

<http://www.parentconnect.moed.bm>

Help

Send an email to: help@moed.bm

The System

The system is updated on a timed basis. Information is uploaded to the site daily, but occurs at approximately 1:00 am in the morning.

In addition to this timing, please understand that assignment information is not always updated daily. It may take some time for your teacher to complete grading and enter the assignments into the gradebook. **If you have any questions about assignments, you are encouraged to contact your teacher.**

Registration

Registration is a two-part process. It consists of the first step, which is for you to fill out a form on the Parent Connect site letting us know who you are and which children you would like us to put into your profile. The second step is for us to verify your legal standing as a parent/guardian and to process the request.

We will send your username and password to your home via the regular mail. If, for some reason, we are unable to verify your parental standing, we will notify you via letter that we were not able to process your request. We will include contact names and phone numbers in each letter to help put you in touch with someone regarding any possible resolutions.

Multiple Accounts

Parents may decide to have multiple accounts. As an example a mother and a father may determine that each individual would like independent access and email alerts to be sent out to multiple address. In this case, parents should submit two registrations.

Registration & Registration Form

Once we receive your registration information, it will take approximately 2-5 days for us to finalize your registration. We will send it out via regular mail. If you do not receive a letter within 5 business days, please email: help@moed.bm

Parent Information

PLEASE PRINT

Today's Date:
Parent's First Name:
Parent's Last Name:
User Name: (ONE THAT YOU CREATE; no spaces or special characters permitted)
Password: (minimum 4 characters/maximum 8 characters)
Mailing Address:
Parish:
Postal Code:
Home Phone:
Work Phone:
Email Address:

Parent Signature: _____

Student Information

!!! Please enter information for each of the students you would like to register !!! Student Name	School Name	Year Level	Student ID # (if known)

Please return completed Registration Form to School Administrative Assistant or email to help@moed.bm. Upon receipt, you will receive an e-mail confirmation with your **User ID** and **Password**.

Signing In

You need to use the userid and password provided to you in the mail. Once you have successfully signed in, it is a good idea to change your password. If you forget your password, you can email us to have it reset.

Lockout

If you attempt to log in incorrectly 3 times in a row, the system will lock your account for a period of 30 minutes. After 30 minutes, you can try to sign in again.

Activity Timeout

If you are not actively using the Parent Connect site once signed in, it will sign you out after 20 minutes of inactivity. The timer starts over anytime you move between screens.

Lost Password

If you lose your password or are unable to sign in, please email: help@moed.bm

Using Parent Connect

Parent Connect information is presented to user in five “pencil” areas. Each of the pencils has several components each explained in the table below. **Each of these pencils will be described in more detail in the sections that follow.**

Information in Parent Connect, with the exception of the HOME screen, is presented on an individual child basis. On any screen except HOME, you can use the drop-down box at the upper left hand side of the screen to change which child’s data is being presented.

Home	<p>Returns you to the HOME screen. The HOME screen shows you a summary of information for each child. This screen also has two subparts:</p> <ul style="list-style-type: none"> • Contacts – Email addresses of school personnel • Announcements – General announcements of upcoming events
Settings	<p>This screen allows you to:</p> <ul style="list-style-type: none"> • Change your password • Set Email Alerts • Change the Email address you want alerts to go to
Student Info	<p>This screen displays information about:</p> <ul style="list-style-type: none"> • Profile – Basic information • General – Name, address and parental contacts • Health – Information about health concerns
Assignments	<p>This screen displays:</p> <ul style="list-style-type: none"> • Assignments – Assignments for the time period selected • Class Scores – Current grades for classes
Grades	<p>This screen shows:</p> <ul style="list-style-type: none"> • Grades – Progress report or report card grades • Course History – A list of previous courses and associated grades and credits
Attendance	<p>This screen displays:</p> <ul style="list-style-type: none"> • Calendar – A calendar of absences and tardies • Report – A monthly view of attendance data • Summary – A summary of attendance events based upon selected time frames
School Info	<p>This screen shows:</p> <ul style="list-style-type: none"> • General – School address and website • Contacts – Email addresses of school personnel • Announcements – General announcements of upcoming events

The Settings Button Changing Passwords, Email Addresses, and Alert Options

The SETTINGS button is used to make changes to your account including email addresses, passwords and alert notifications.

Email Address – This is the address where alerts will be sent if selected.

- If you provided us with an email address, it should be reflected here.
- **We can only have one email address per account**
 - If you would like to have notifications sent to more than one address, you will need to apply for an additional account through the registration process.
- If you need to make changes to your email address, retype it here and hit SUBMIT.

Password – This option allows you to put a new password into the system.

Alerts – This option allows you to choose to be notified of certain events.

- The alerts generally process in the evening.
- The alerts occur for all children registered to this account.
- Tardy alerts will notify you of both excused and unexcused tardies.
- Missing assignments are only those assignments which receive a particular score given by the teacher.

The Student Info Pencil Reviewing Demographic and Health Information

The screens available from this pencil generally give you information which does not change frequently, and much of it you already know. However, it does provide you access to view the information we have on file for your child, and a review of that information may allow you to identify any discrepancies we might have in our data.

Profile – This screen show a quick look at assignments due for this week as well as the marks for the current report term. Many times, this will look empty due to the fact that today's date is usually prior to the end of the marking period. You can view this data in more detail on the GRADES pencil.

General – This display contains demographic data, parental information and emergency contacts.

Health – The Wausau School District use of health information is to record and display any health concerns reported by parents to the school.

If any information on these screens is incorrect, please call your child(ren)'s school office.

The Assignments Pencil

Reviewing your Child's Assignments and Current Progress

The ASSIGNMENTS pencil displays information related to the daily assignments that contribute towards a child's grade.

Assignments – This tab shows you past, current, and future assignments.

- The view defaults to assignments due “today and tomorrow.
- If there is no due date on the assignment, it will show in any of the views.
- This symbol indicates that there is a note specific to the class (when it appears on the class name) or the assignment (when it appears on the assignment name). If you click on it, it will show the teacher's note.
- Assignment scores may vary and you will see one special item in the column marked REMARK. If a child was given an incomplete on an assignment (either an I or an INC depending on the school), the assignment is marked MISSING in this column.
- You can select the drop down menu to change the range of dates included in the assignments due listing.
- You can sort the columns any time you see a blue underline on the column heading. As an example, you can sort assignments by: Course, period, assignment, type, due date, and teacher.
- Sorting by teacher or course is helpful to put them together.
- If see other special scores, like an NHI, these are often detailed in the class notes or the small piece of paper symbol on the course name.
- Clicking on the teacher's name allows you to email that teacher.

Class Scores – This tab shows the child's current grade in each class.

- If you click on the letter grade, you will see a screen showing you all contributing assignments
- If you see an N/A for a letter grade, it means that either:
 - No assignments are available to calculate the grade, or
 - The child has missing assignments which prohibit the calculation of a grade.

Grades

Reviewing your Child's Past Grade History

The GRADES pencil shows past grade history for students. Grade history includes two types of marks: Progress reports, and quarterly report card marks. Due to the method of progress reporting, you may not see any grades for a “progress report” in a particular school. Some schools do not give letter grades on progress reports.

General – This tab displays the current marking period's grades and credits earned.

- Because the system uses today's date to determine the current marking period, it almost always shows no grades – because the term has not ended yet.
- Use the drop down box to change which reporting period you would like to see.
- The CREDITS EARNED column will not show any credits during marking periods where credits are not earned. These show during the end of the 2nd quarter and the end of 4th quarter.

At this time, there is a technical flaw that does not show a marking period grade when a child is dropped from a class. It is known issue and is being worked on.

Course History – This tab allows you to see report card marks given in previous years.

- This information is relevant to the current school only. So when a child goes into a high school from middle school, this information will not move with him/her and will show high school historical data only.

Attendance

Viewing Attendance Data about your Child

The ATTENDANCE pencil displays attendance data in a variety of formats.

Calendar – The calendar tab allows you view the current month’s attendance activity for the selected child.

- The color coding key is at the bottom.
- If you pass your mouse over an event, it will briefly display the hour and type of absence
- If you click on the absence, it will show more detail.
- You can choose different months via the drop down box.

Report – This screen is the same screen viewed when you click on any item. It displays the month’s attendance.

Summary – This report allows you to choose various timelines up to and including a full school-year report of attendance.

School Info

Viewing Announcements and School Email Addresses

The SCHOOL INFO tab is designed to display some characteristics of the school's information.

General – this displays the school contact information as well as a link to the school website (click on the picture of the school or logo).

Contacts – this is a list of school personnel and links to their email addresses.

Announcements – this is a page where schools can place announcements of upcoming events.