

## WHAT IS THE PARENT EXPERIENCE?

The Parent Experience is a website the district can setup to allow parents to view their children's school information. The information is accessed directly from the student records system Genesis, so the records are always up-to-date.

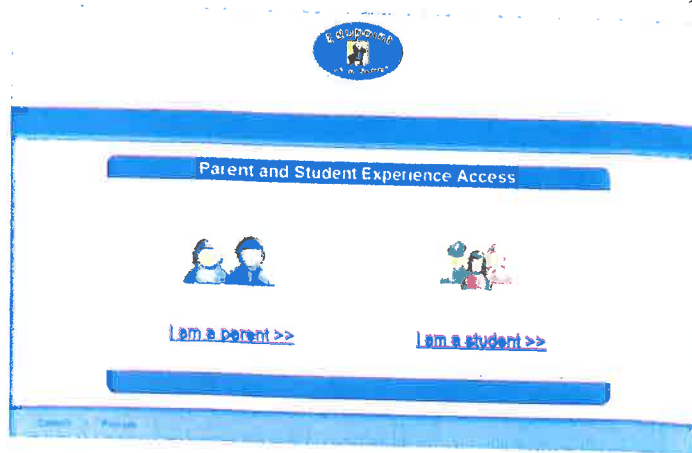
While the website is accessible over the Internet, access is secured via a logon and password. Parents can only see information about their children, and cannot see the records of other students. Parents may only view the information, and cannot make changes to the student records.

The website can also be configured to allow parents to submit course requests for their children.

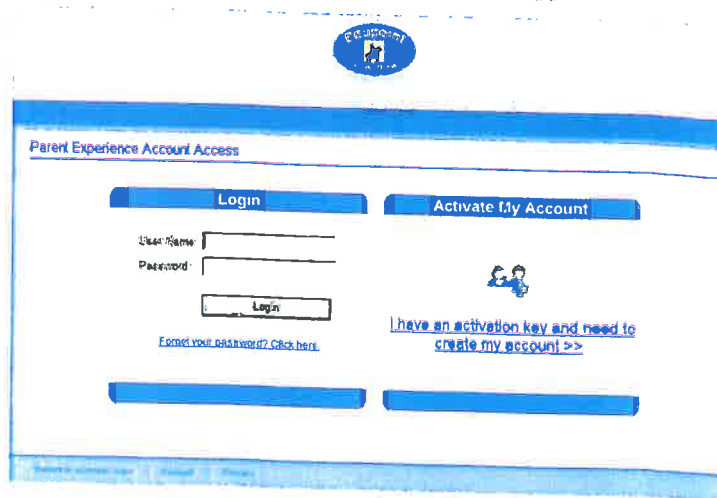
## LOGGING ON

To logon to the Parent Experience website:

1. Open the Internet browser (Internet Explorer, Firefox, etc.) and go to the website listed in the Activation Key Letter. The main Parent and Student Experience Access page will appear.



2. Click on the link **I am a parent**>>. The Login page will appear.



3. For returning users, enter the **username** and **password** in the boxes provided, and click the **Login** button. First time users should follow the instructions below.

Note: Underneath the Login button is a link titled **Forgot your password? Click Here**. To retrieve a password, click on this link, enter the primary e-mail address, and an e-mail will be sent to that e-mail address with the username and password information. For information on how to customize this e-mail message, see the *Parent & Student Experience Administrators Guide*.

### For First-Time Users – Creating a Username and Password

1. Instead of entering the username and password, click on the link titled **I have an activation key and need to create my account>>**.

**Parent Account Activation**

**Step 1 of 2: Sign in with Activation Key**

Please enter your first name, last name, and the 7 character authentication key (provided to you by the district) to activate your Parent Experience account:

First Name:

Last Name:

Activation Key:

[Continue to Step 2](#)

2. Enter the **first name, last name and activation key** as provided in the Activation Key Letter. The first name and last name must match the information recorded in Genesis exactly. Then click on the button labeled **Continue to Step 2**.

**Complete Account Activation**

**Step 2 of 2: Choose user name and password**

Welcome Phillip Aeron. To complete your account activation you will need to create your username and password. Remember that passwords are case sensitive. Your password can consist of numbers and letters and must be a minimum of 5 characters in length.

User Name:

Password:

Confirm Password:

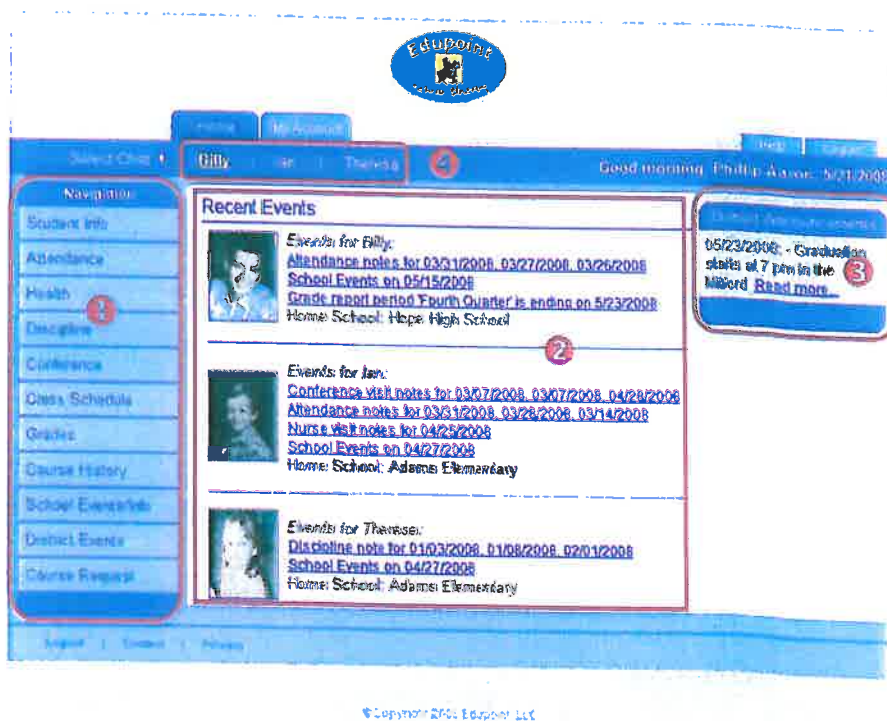
Primary E-Mail:

[Complete Account Activation](#)

3. Select a **username** and enter it in the box provided. The username must be unique, and an error message will appear if someone is already using the username entered.
4. Enter a password in the **Password** and **Confirm Password** boxes. The password must be a minimum of 6 characters in length and can consist of numbers and letter, but not special characters. The password is case-sensitive.
5. Enter the **primary e-mail address** of the parent, and click **Complete Account Activation**.

## VIEWING STUDENT INFORMATION

After logging on to the website or activating an account, the parent will see the home page of the Parent Experience website. The information on the home page includes:



- 1 The **Navigation** bar contains links to various records for the child selected.
- 2 The **Recent Events** for all the children linked to this parent are shown in the center. Recent events include grading period dates, conference events, discipline events, school events, attendance notes, and nurse log notes. The number of recent events shown is controlled by the date range configured in the Parent & Student Experience Configuration.
- 3 Upcoming **District Announcements** are featured here.
- 4 If multiple children linked to this parent attend this district, their first names are listed at the top. To view the information for a child, click on the child's name and then select the information in the navigation bar.

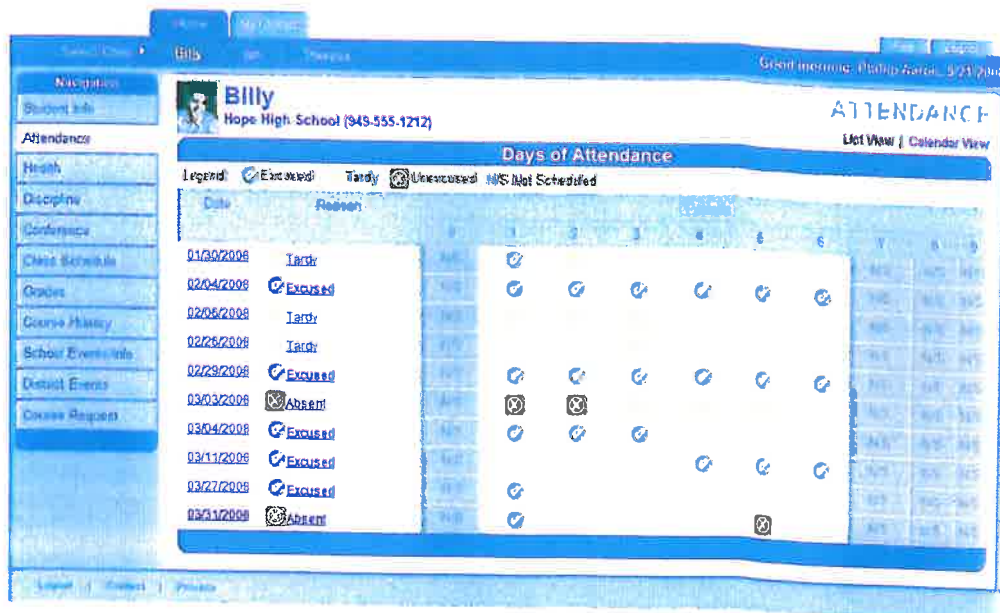
## Student Info

To view the address and contact information for the student, click on the **Student Info** option on the Navigation bar. This page also includes the emergency contact information and the physician information.

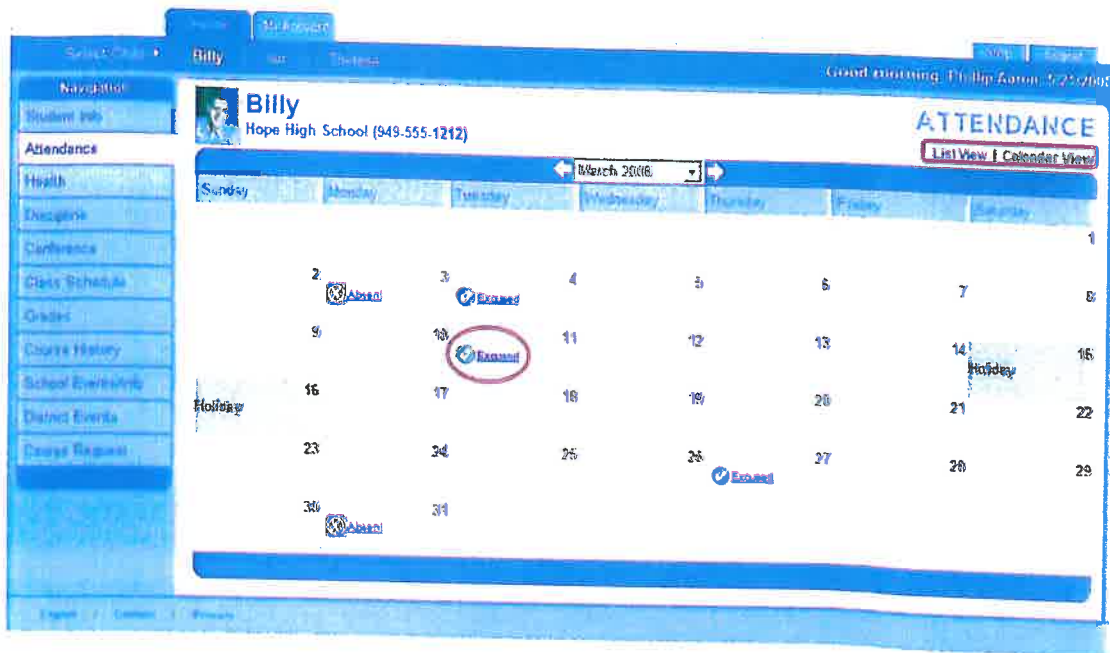


## Attendance

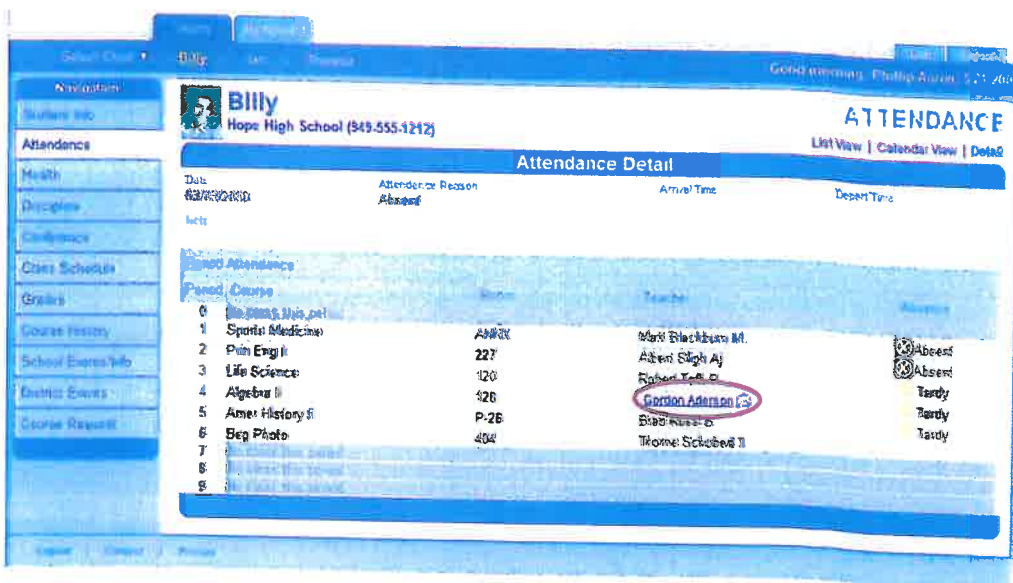
To view days on which the student was absent or tardy, click on the **Attendance** link in the Navigation bar. The child's attendance can be seen in two ways – the List View and the Calendar View. **The List view** shows all days in which the student was marked absent or tardy for one or more periods and marks the type of absence by period.



To view the student's attendance for a specific period of time, click on the **Calendar** view in the top right-hand corner. This presents a monthly calendar in which the student's absences are recorded in the date in which it occurred.



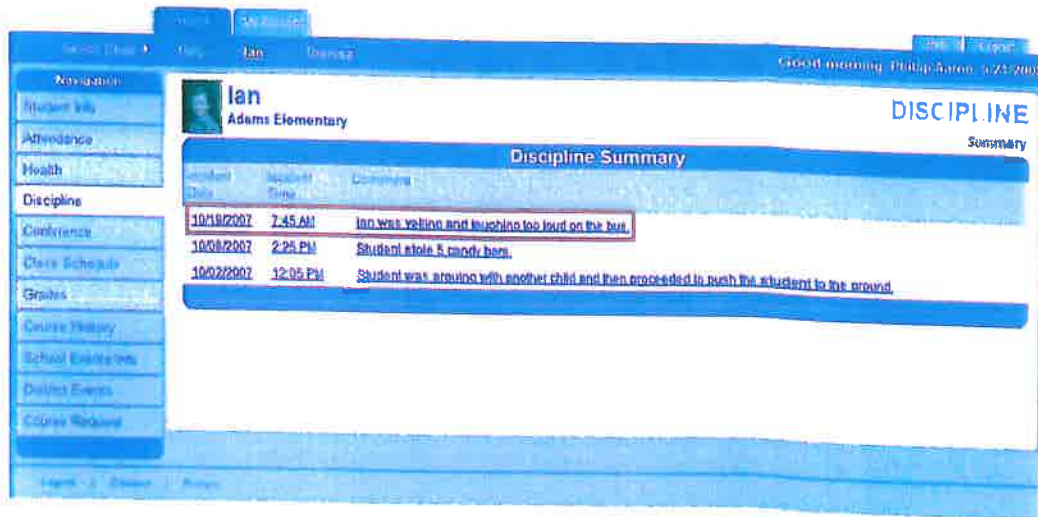
To view the detail of a specific day, click on the **underlined absence**. The detail view lists the class scheduled for each period, the room number, the teacher's name and the type of absence.



If the teacher has an e-mail address recorded in the system, the teacher's name will be underlined. To send an e-mail to the teacher, click on **the teacher's underlined name**.

## Discipline

Discipline events associated with the student can be seen by clicking on the **Discipline** link under the Navigation bar. The summary of events shows the date, time, and description of the incident.



To see additional details about the incident, click on the **underlined text** of the incident.



If the staff member's name is underlined, click on the **staff name** to send an e-mail to the staff member.

## Class Schedule

To view this school year's class schedule, click on the **Class Schedule** link in the Navigation bar. The current semester or term schedule will appear.

Navigation: Students Info, Attendance, Health, Discipline, Conference, **Class Schedule**, Grades, Course History, School Events/Info, District Events, Course Request

Student: Billy, Hope High School (949-555-1212)

Good morning, Philip Aaron, 5/21/2008

### CLASS SCHEDULE

S1 | S2

#### Student Schedule for S2 (12/25/2007 - 05/25/2008)

Period	Course Title	Room Name	Teacher
1	Sports Medicine	ANNA	<u>Matt Blackburn M</u>
2	Prin Eng II	229	<u>Albert Singh Aj</u>
3	Life Science	120	<u>Robert Toffi R</u>
4	Algebra II	128	<u>Gordon Aderson G</u>
5	Amer History II	P-26	<u>Erad Ross B</u>
6	Beg Photo	400	<u>Thome Schubert T</u>

To view a different semester's schedule, click on the **semester abbreviation** (S1, S2, etc.) in the upper right-hand corner. The schedule lists the room name and the teacher for each class. If the teacher's name is underlined, click on the **teacher** to send an e-mail to the teacher.

## Grades

Click on the **Grades** link in the Navigation bar to see the student's grades for this school year.

Navigation: Students Info, Attendance, Health, Discipline, Conference, Class Schedule, **Grades**, Course History, School Events/Info, District Events, Course Request

Student: Billy, Hope High School (949-555-1212)

Good morning, Philip Aaron, 5/21/2008

### GRADES

Progress 1st Qtr | 1st Quarter | Progress 2nd Qtr | 2nd Quarter | Progress 3rd Qtr | 3rd Quarter | Progress 4th Qtr | 4th Quarter

#### Student Grades for Second Quarter (ending on 12/18/2007)

Period	Course Title	Room Name	Teacher	Grade
0	Am Govt (SS61)	216	<u>Kathy Jackson K</u>	C C
1	Beg Jewelry (AR64)	403	Joe Sullivan J	A+ A+
2	Ind Acting (PA66)	402	David Gardner D	C C
3	Weight Tr Boys (PE76)	ANNA	Thomas Joseph T	A+ A+
4	Eng (brk) Lit (EN62)	222	Joan Snyder J	A+ A+
5	Rt 6th Per (MC61)	No Room	Rel Time Rel Time	B+ B+

**Grade Legend**

A+ Outstanding  
A  
A-

To view a different grading period, click on one of the **periods** listed in the upper right-hand corner. If the course teacher's name is underlined, click on the **teacher** to send an e-mail to the teacher.

## Course History

To see all of the student's grades for all years and all schools, click on the **Course History** link in the Navigation bar. This is the same information that appears on the student's transcript.

Course Title	Class	Credit Attempted	Credit Completed
<b>Blairlock High School Year: 2001</b>			
Algebra I (MA27)	C	5.00	5.00
English 9 (EN09)	F	5.00	5.00
Science 9 (SC09)	G	5.00	5.00
Stu Asst Cours (SA62)	P	5.00	5.00
Symphonic Band (MU21)	C	5.00	5.00
World Hist/g (SS21)	D	5.00	5.00
<b>Hope High School Year: 2002 Grade 00 Term: Spring</b>			
Algebra I (MA27)	A	1.00	1.00
Computer Apps (CB11)	F	5.00	0.00
English 9 (EN09)	G	5.00	5.00
Science 9 (SC09)	D	5.00	5.00
Symphonic Band (MU21)	B	5.00	6.00
World Hist/g (SS22)	C	5.00	5.00

To view a summary of the student's current progress towards graduation, click on the **Graduation Status** tab in the upper right-hand corner.

Subject Area	Required	Completed	In Progress	Remaining
History	20.00	20.00	0.00	0.00
English	20.00	20.00	0.00	0.00
Mathematics	20.00	21.00	0.00	0.00
Lab Science	20.00	20.00	0.00	0.00
Foreign Language	20.00	5.00	0.00	15.00
Arts	10.00	10.00	0.00	0.00
Electives	30.00	30.00	0.00	0.00
<b>Total</b>	<b>150.00</b>	<b>126.00</b>	<b>0.00</b>	<b>24.00</b>

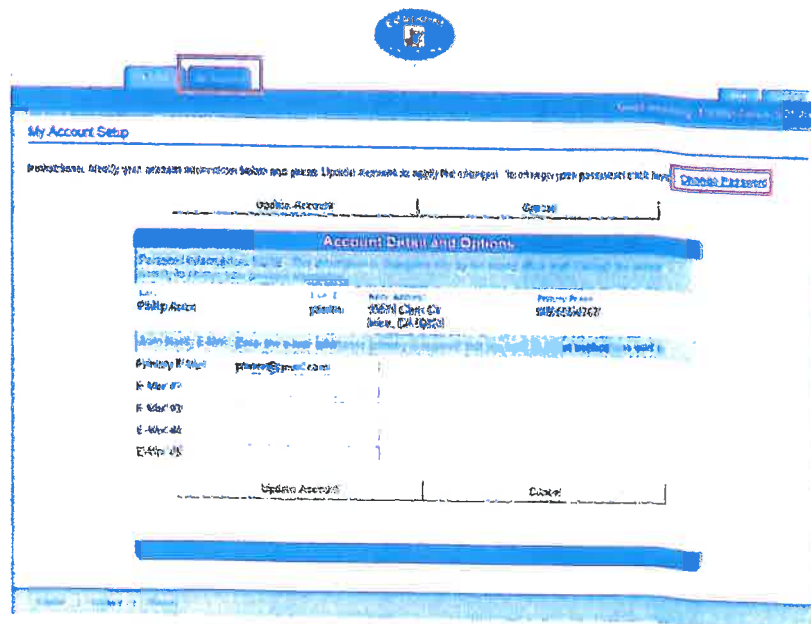
## VIEWING OTHER INFORMATION

Some general information, as well as information about the parent's website account, is available in several areas of the website.

### My Account

To update the primary or other e-mail addresses, click on the **My Account** tab in the upper left-hand corner.

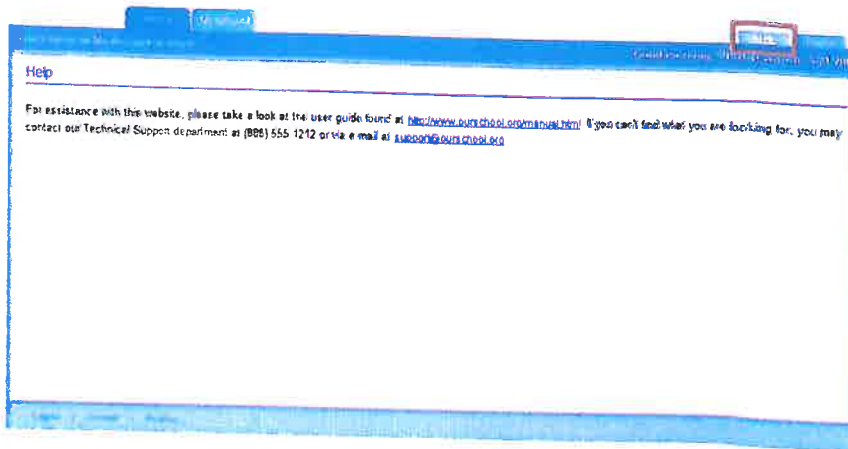
Add or change the **e-mail addresses**, and click the **Update Account** button. To cancel the changes, click the **Cancel** button.



To change the password for the account, click on the **Change Password** link in the upper right-hand corner.

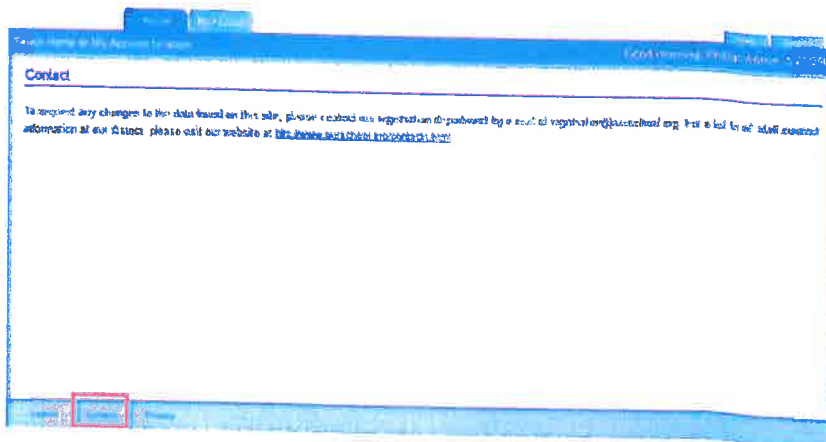
## Help

For help with the Parent Experience website, click on the **Help** tab in the upper right-hand corner.



## Contact

To see the district contract information, click on the **Contact** tab in the bottom left-hand corner.



## Privacy

Click on the **Privacy** tab in the bottom left-hand corner to view the district's privacy policy.

