

## NAVIGATING THE PARENT PORTAL

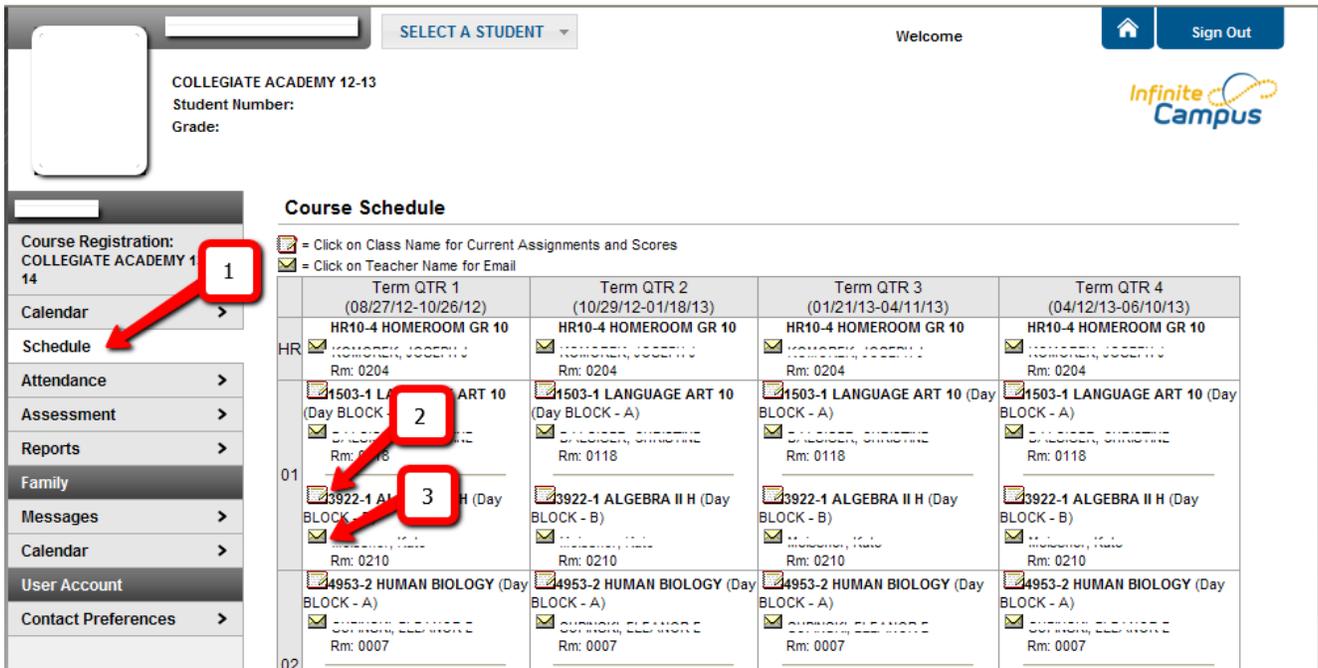
After you have successfully logged into the portal you will see the following screen:



1. If you have more than one student in the district, you will need to click the “SELECT A STUDENT” menu at the top of the screen to select which of your students you wish to view.
2. By clicking the Calendar tab, you will be shown the current month’s calendar showing assignments and attendance events for all of your students.
3. By clicking the “Contact preferences” tab, you can update your email address.

Once you’ve selected your student, or if you only have one student in the district, your portal session will open on the Calendar view.

1. By clicking on the “Schedule” tab, you will see your student’s schedule as shown below:



2. By clicking on the notebook icon next to the course name, you can open the grade book for that class. Here you will see your student’s assignments, tests, etc.
3. By clicking on the envelope icon next to the teacher’s name, you can email the teacher of that class