ParentView

for Parents

StudentsAchieve Software Incorporated
ParentView Tutorial – Basics of ParentView

For Parents

ParentView provides parents a secure access point to class information provided by the teachers.

Contextual Help – if at any time you require assistance please choose the help icon and it will provide appropriate help information

Accessing ParentView

ParentView can be accessed anywhere and anytime from a web-enabled computer

Step 1  Type in the web address provided by your school.
Step 2  Navigate to the login page for parents.

Notice to Parents: If you don't have a login, you can create one if you know your child's login and password. Click the 'Add a new Parent' button to add yourself to the system. Add a Parent

You must enter your login info to enter this site. The login name and password should have been sent to you via email from the StudentsAchieve site administrator. If you cannot remember your password please Click Here to be redirected to the password recovery page.

If you have any problems accessing this site, please contact the Site Administrator.
Step 3  Type in your Login Name and Password.

Step 4  The first time you log in you may be prompted to change your password, for security reasons.

Password Guidelines:
- Must be at least four characters long
- Cannot be identical to your user login name

Once you have entered your new password information, click the ‘Save Changes’ button. You will then be on the ‘Home’ page, which provides a student summary.

- If you are not prompted to reset your password, it is still a good idea to do so once you are logged into the system.

1. To reset your password, select the ‘Password’ tab on the upper right hand of the page.

2. This will open the reset login page as seen in the box to the left.

3. Enter your old password once and then the new one twice.

4. Make sure you choose a password that you can easily remember, but not so easy that others may figure it out.

5. Don’t forget to ‘Save Changes’!
Home Screen

The home screen is the starting point where you can access data captured for any of your children’s classes.

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**Roaring Heights**

<table>
<thead>
<tr>
<th>Home Screen</th>
<th>Class Summary</th>
<th>Homework</th>
<th>Attendance</th>
<th>Behaviour</th>
<th>Password</th>
<th>Logout</th>
</tr>
</thead>
</table>

The blue strip enables you to select the appropriate **student** and **track** (school year).

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The top menu bar allows users to navigate easily to see a **class** summary; **homework** summary; **attendance** summary and **behaviour** summary. Each of these options will be outlined below.

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**Class Summary Screen**

You can access the Class Summary Screen by clicking on the **Class Summary** button from the menu bar or clicking on the name of the class.

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### Roaring Heights

**Select a Student** Dawson Black  **Select a Track** Current Track  **Edit My Info**

The Student Summary below shows you a high level summary of each of the students classes.

Click the name of the Class to drill into the Class Summary Page

*Contextual Help*

By clicking here you will find help topics to assist you in navigating through the *StudentsAchieve Software*.
Marks Summary Screen

From the home screen, clicking on your child’s mark opens the marks summary page.

Navigate the class structure created by the teacher. In the tree hierarchy click on the ‘plus’ or ‘minus’ sign to expand or collapse the cabinets and folders.

Your child’s marks can be viewed in a number of ways to show a unit/term average or an assignment mark.

Example One – Unit averages – In the tree hierarchy on the left click on the name of the class to view Anne’s average for each unit, and the value of the unit.

Example Two – Assignment Marks – On the left side click on a folder to see the assignments on the right.

Click on the name of the assignment for more details.
Homework Summary Screen

There are two views, the **Calendar View** shows all the upcoming and marked assignments, clicking on the name of the assignment will provide more detail.

**Attendance Summary**

The Attendance History **Calendar** view show the attendance records for the month. Clicking on a date or a class name will provide more detail.
The Attendance **List View** will give a summary of the selected class.

### Attendance List

<table>
<thead>
<tr>
<th>Code</th>
<th>Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late</td>
<td>Thu, Nov 18 2004 - 08:30 AM</td>
<td></td>
</tr>
<tr>
<td>Present</td>
<td>Wed, Nov 17 2004 - 08:30 AM</td>
<td></td>
</tr>
<tr>
<td>Present</td>
<td>Mon, Nov 15 2004 - 08:30 AM</td>
<td></td>
</tr>
<tr>
<td>Absent</td>
<td>Fri, Nov 12 2004 - 08:30 AM</td>
<td></td>
</tr>
<tr>
<td>Present</td>
<td>Thu, Nov 11 2004 - 00:30 AM</td>
<td></td>
</tr>
<tr>
<td>Excused</td>
<td>Wed, Nov 10 2004 - 08:30 AM</td>
<td>Dentist Appointment</td>
</tr>
<tr>
<td>Present</td>
<td>Tue, Nov 09 2004 - 08:30 AM</td>
<td></td>
</tr>
<tr>
<td>Late</td>
<td>Mon, Nov 08 2004 - 08:30 AM</td>
<td>Anne was 20 minutes late this morning.</td>
</tr>
<tr>
<td>Present</td>
<td>Fri, Nov 05 2004 - 08:30 AM</td>
<td></td>
</tr>
<tr>
<td>Present</td>
<td>Thu, Nov 04 2004 - 08:30 AM</td>
<td></td>
</tr>
</tbody>
</table>

### Behaviour Summary Screen

The Behaviour History **Calendar** view show behaviour records for the month. Clicking on a date or class name will provide more detail.
The Behaviour **List View** will give a summary of the selected class.

<table>
<thead>
<tr>
<th>Code</th>
<th>Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>😞 Off Task</td>
<td>Fri, Nov 19 2004 - 09:00 AM</td>
<td>stay on task kyle</td>
</tr>
<tr>
<td>😊 Great</td>
<td>Thu, Nov 18 2004 - 09:00 AM</td>
<td></td>
</tr>
<tr>
<td>😞 Off Task</td>
<td>Wed, Nov 03 2004 - 09:00 AM</td>
<td></td>
</tr>
</tbody>
</table>

**Your Login Information**

Click on **Password** to open the Login Credentials Screen. Make changes to your password and click ‘Save’.

Click on **Edit My Info**, which can be found on the ‘Home page’ to access your ‘Contact Info’, ‘Login Info’ and the Auto Notification features.