STUDENT RECORD MANAGEMENT SOFTWARE

Since 1980

~Online Parent~
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<u>Overview of the Parent Portal</u>

The Parent Portal is a feature that helps schools communicate effectively with Parents/Guardians. The parent Portal allows parents to access student information 24 hours a day without any extra work from the Office/Administrator Professionals.

<u>Features of the Parent Portal</u>

- ✓ 24/7 Access to student information.
- ✓ Ability to see student progress reports, attendance, lesson plans and other grading information.
- ✓ Ability to see what students are eating for breakfast and lunch and what their balance is. (We also integrate with third party companies for online payments)
- ✓ Access to Tuition and Fees information
- ✓ Access to Health information

Wow! ⟹

- ✓ Parents have the ability to sign up for instant alerts for the following items where your school does no work but parents receive:
  - o Low Balance Notices
  - o Absent and Tardy Notices
  - o Missing Score Notices
  - o Low Grade Notices
- ✓ Ability to update contact information (phone numbers, email, etc…) and submit it to the JMC Office for approval.

Wow! ⟹
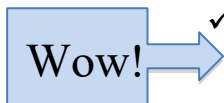
- ✓ The Office has the ability to create questions/information for parent registration of students for school at the start of the school year. Also, starting with 2017-18, parents have the ability to enter E-signatures (electronic signatures) to indicate agreement to the content of a document such as parent permissions.

New for 17-18 ⟹

- ✓ The Office/Administration controls what parents can see and what information is accepted in the Office Program.
- ✓ Access toSchedules
- ✓ Access to Transcripts
- ✓ Print Standards and Benchmarks Report Cards
- ✓ Access to Standardized Test Scores
- ✓ Access to Credit Check Detail, which shows your child's progress toward graduation
- ✓ Access to Busing Information

Instructional Videos about the Parent Portal

Office Videos   Introduction to Parent Alerts

Parent-Student Online Registration and E-Signature Overview (Updated for 17-18, youtube)

Teacher Videos   Teachers: How to use Parent Alerts

Responsibilities of the Office Professional/Secretary

1. Parent Log-in Information - Only parents who are set up as contacts in the JMC database, are designated as "Primary" contacts, and have "In Mailings" privileges are eligible to access data about their children via the Internet.
- The "Username" for a parent is their last name as listed in the "Last Name" field.
- The "Password" for a parent is the password listed in the "Password" field.
- If two parents have the same last name they need different passwords or neither of them will be able to log into the Parent Portal.
- Passwords can be assigned individually on <u>Attendance: Contacts: Edit Contacts</u> or they can be assigned en masse by logging in as the JMCADMIN and going to <u>File: Administrator Options</u> and clicking on

Set Usernames and Passwords:
Set random student and parent passwords

- The easiest way to notify parents of their passwords is to print a label for each parent in <u>Attendance: Student: Lists</u> and give it to them at registration.

2. Managing the Parent Portal – Parent Portal settings are managed in <u>File: Online Settings</u>. Familiarize yourself with the screen below. Most of the items are self-explanatory. If the item is checked then parents will be able to see them. A few items have explanations listed below.

This item is a "master switch" that allows/does not allow parents, or students, to see any schedule information. Many schools uncheck this over the summer until schedules are set.

This item determines which report card grades parents will be able to see.

Parent alerts are a great feature that every school should use. Just enter an email address that parents can respond to and it is turned on. View this video for a brief intro:
http://jmcinc.com/resources/view/intro_to_grade_and_attendance_alerts

3. Parent Portal Main Screen Message
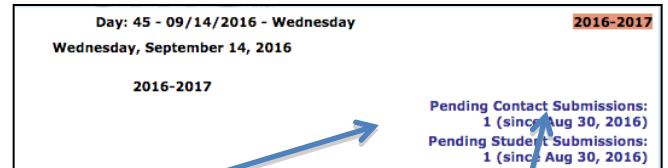
A message can be displayed on the home screen of Online Parent after they log in. To put this message in you must switch to the *District Building* and go to File: Online Settings.
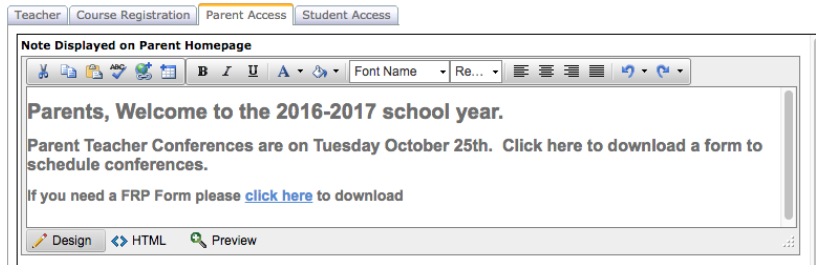
4. Accepting Parent Submissions

When parents submit information via the parent portal there will be an alert in the top right corner of the home page of the Office Program.
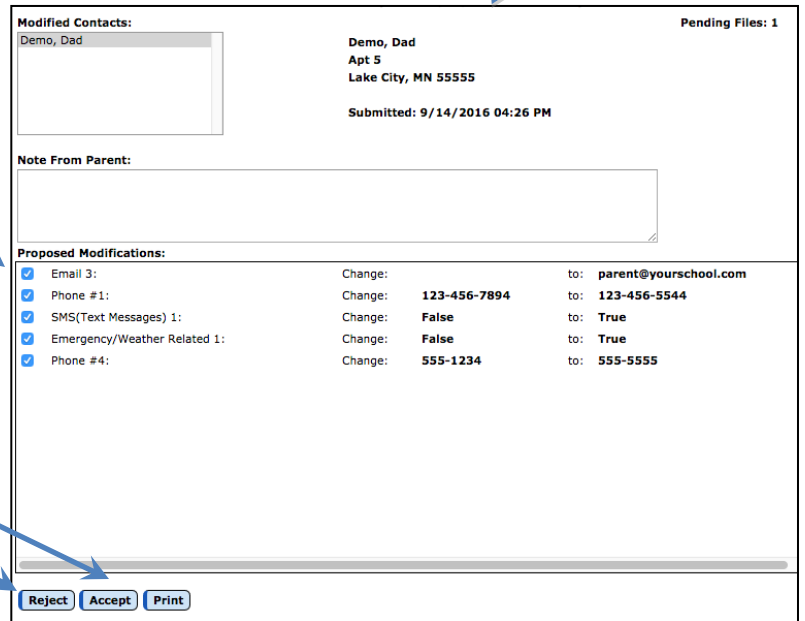
Click on the light blue message to go to the page to merge the submissions into your data.

Clicking that message takes you to this page

You can uncheck these boxes if you only want to accept certain pieces of information

You can accept the changes with a checkmark next to them by clicking "Accept."

You can "Reject" these submissions by clicking this button

If you want to verify information before accepting you can click "Print" to print the information and click on the next parent in the list of "Modified Contact" to skip over the current parent.

5. What Does a Parent See?
If you want to see what the parent portal looks like use a parrent's username and password to log into your site.

JMC Online Parent Quickstart Guide

By using a web browser, parents can log into JMC's Online Parent to view data for their children. Please note that your school may not use all of the features below. The link to Online Parent (sometimes referred to as the Parent Portal) will be provided by your school. When you click on the link it will bring you to a page like the one below.

Enter your username in this field. Your Username is your last name as the school has it listed.

Enter your password in this field. Your Password is assigned by the school. Contact your school if you do not know your password.

Click the "Login" button.

After the Login you will see the menu items below on the left side of the page.
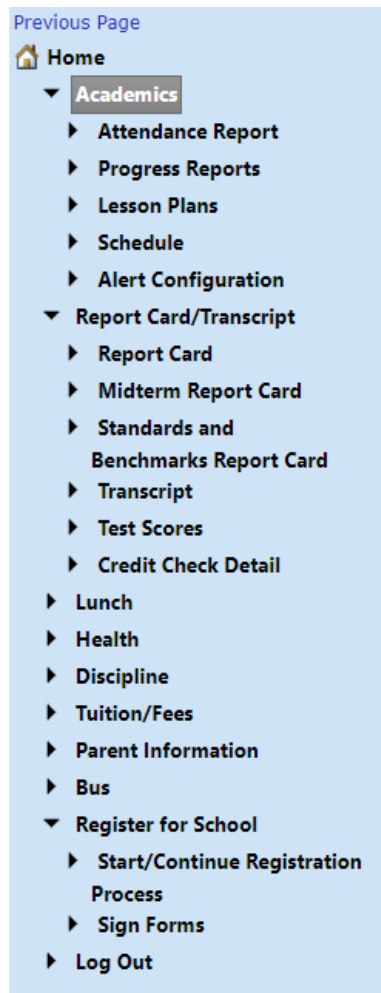
Here are the options available in Online Parent.

Several of these are new for 2017-18.

Simply click on the item you wish to view.

See the "Alert Configuration" guide on the following page.

Alert Configuration

When you click on the "Alert Configuration" link you will see a page like the one below.
This page allows you to enter settings that allow you to receive automatic alerts if your family has a low lunch balance, if your student is absent or tardy, if your student is missing an assignment, or if your student's overall percentage for a course drops below the specified percentage. This is a brief description of the settings.

Set a **Low Balance Limit** in this field and you will receive a daily email if your lunch account falls below this limit.

Check these boxes to receive an email when your student is marked absent or tardy

Check this box if you want to receive an email when your student is missing an assignment.

Fill in a percentage in this box for each course. If your student falls below the percentage in that course an email will be sent to you.

Family Lunch Balance Alert

Low Balance Limit: 5.00

[Save]

Period Attendance Alert

☑ Send an Email Alert when marked Absent

☑ Send an Email Alert when marked Tardy

[Save]

Missing Scores Alert

☑ Send an Email Alert when Missing Scores

[Save]

Grade Alert

If your child's grade percentage is below the percentage you enter for a class, an Email Alert will be s

Fill Percentage Column

Percentage	Term	Period	Course
65.00	Sem1	1	Language Arts - PF
70.00	Sem1	2	Math

On the top left corner of each screen click on a student's name and it will show you all of your students so you can choose the one you want to view information for.

| ✓ Bernadone, Francis M |
| Bernadone, Jim |
| Bernandone, Judy |

[Print]

Term	Period	Course
Sem1	1	Language Arts - PF

To log out of Online Parent click the "Log Out" link on the lower left corner

▸ Tuition/Fees
▸ Alert Configuration
▸ Health
▸ Student Registration
▸ Log Out