



Last Updated Nov 2011

Parent Connect - Source for Help

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TAKE TWO Parent Connect
WACHOVIA SECONDARY SCHOOL
Powered by CIMS

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PC-0006 This is for PC-0006

Student(s) **1. ELAINE AFINOGENOV** Grade Class Last Signon **03/02/2011**

Last Day Absent/Tardy 06/30/2009 Student has overdue assignments Signon Count

Student Owes Fees \$15.70

Last Course Change 06/28/2010

Bulletin Board Last Updated: 07/01/2010
click on <Basic> to access information

First report cards for the school year will be issued out on October 31st, 2010. If you would like to request any interview with any or all of your child's teachers. Please contact the school office during regular office hours Monday to Friday 8:30am to 4:00pm.
This is a test on a new paragraph.

First report cards available
Main Office - Kim Parr
kparr@mts.net
<http://www.taketwoinc.com>

Meetings
- Parent Council President
[twoinc.com](http://www.twoinc.com)

Initial Sign-in shows parents

- Student Alerts in Red (overdue assignments, absences, course changes)
- Bulletin Board – communication from the school regarding events and notices
- Forms to approve – If there are any for your student that require your approval

Introduction

Parent Connect will allow parent/guardians to review:

- student schedules (what they are studying and when), plus a what is there schedule today view so you can understand what classes are being taught when today!
- attendance (real-time to current day),
- accumulated grade and comment information (when appropriate).
- Efiled report cards (all years all schools)
- History of marks/transcript information for all previous year final marks
- Ability to do a “graduation check” to see what the credit/course situation is like for your student according to the regular Provincial graduation requirements
- demographics (address and guardian information),
- Student Assignments and quizzes (if teacher is utilizing assignments in teacherconnect)
- School Calendar
- Current bussing information (route, stop, time)
- Upcoming parent-teacher interviews (if using CBF parent teacher scheduling S/W)
- Student Fees (assessment and payment details)
- Education Plan related information and e-filed documents (e.g.: IEP’s)

The screenshot shows the 'Parent Connect' web application for WACHOVIA SECONDARY SCHOOL. The interface includes a navigation menu with options like Bulletin, Basic, Attend, Asgmts, Sched, Grades, Interview, Fees, PickCrse, SndMsg, Calendar, PassWrld, Reports, EPlan, TextBk, Folder, and Logout. The main content area displays student information for ELAINE AFINOGENOV, including her address, phone numbers, and medical details. A table at the bottom lists guardian information.

Select for Change	Title	Name	Relation	WorkPlace	EMAIL	Address	Phone#	Phone#	Phone#	Call Order
Select	Guardian	CHRISTOPHE OBSUT	FATHER	TAKE TWO	klparverylongemail@mtsreallylong.net	8-9 ST CATHERINE STREET, DOG RIVER SK R0G1B0	WORK (204) 234-5678 222	CELL (204) 123-1235	FAX (204) 123-9999	2
Select	Guardian	SUSAN OBSUT	MOTHER	JENI'S	guardian2@take2winc.com	11-9 SOME OTHER STREET, DOG RIVER SK S0G1B0	WORK (204) 222-1234 28	CELL (204) 222-1235	FAX (204) 222-1236	1

Parents have the opportunity to communicate to the office or teachers. Parent Connect allows parents one-way communication with teachers and the office. Teachers that

choose to participate in parent communication are listed and parents may write message(s) as required. This is an excellent way to provide updated demographic or address information to the office.

Parents can print student schedule, next year schedule, parent teacher interview, transcript and grades, and student profile information.

Depending on school policy/procedures, parents have the ability between March/May to work with their children to input next year course requests.

Depending on school policy/procedures, parents have the ability to update information (emergency contacts, work and phone information, email) and add to out-of province or other emergency contacts.

Signing in to Parent Connect

**** Contact your school to receive an initial Sign On ID and password ****

**** Use Forgot my Password to email your password to yourself ****

Depending on school policy upon your first visit you may be presented with an acceptance of use document. If this is the case you must read the document and agree to it's conditions in order to gain access to ParentConnect.

You must be authorized in order to utilize this web product. Parent/Guardians must register at the location(s) of their children. Guardian(s) living with the child all sharing the same address will receive one ID. If additional guardian(s) live at alternate addresses, they have a separate ID (differentiated initially by the postal code). Their initial sign-on will be same userid but password and postal code will be different.

It is critical to change your password upon initially signing in. This will make your identity unique and prevent others from gaining access.

If you are a first time user or have forgotten your password – use the ‘Forgot my Password’ feature found right on the sign in screen. If you do not receive a password to your email – contact the school.

To change your password:

- Type in existing password or indicate you forgot your password
- Indicate your identity items
- Input your new password.

Student Demographics

The student and family demographics are visible for parents to ensure that data is accurate. If any core information needs to be updated use the 'Send Message' tab to request send a message to the school office if [Forgot Password](#) information to be updated.

The primary guardian has the ability to change any contact information and telephone numbers (out of province contacts, emergency contacts, additional contacts, work phone and employer information). Additional guardians can change only their own contact details.

Use the Select in order to edit information. Information will not be updated until you press <save>

Use <Emergency/Out of Province Contacts> to add/edit additional contact information

Attendance

Attendance is real-time so parents will be able to see in detail (date, periods) and in summary (total absence/lates for courses) what attendance and lates are like. If schools are utilizing teacher helper - then details will be up to the minute. If schools are using

scanning or hand entering absences, then attendance could be a day behind. Make sure to check with the school on school policies so you are aware of how quickly attendance is done/available to parent connect.

Period names across the top of the screen indicate time of day. 01 - first period, 04 - fourth period. There may be unusual named periods like AM, OT, PM indicating out of the timetable or homeroom special block/periods. If you need an explanation, please contact the office..

Note: The attendance tab indicates dates and periods absent. Review the Student Schedule tab for summary of absences by course.

Student Assignments

Check with your school as to whether this feature is implemented. Parent Connect will identify for all courses that the student is in, what assignments are due. If a teacher has attached the assignment information, then the parent can print/distribute the assignment.

Student Schedule

The complete (full year) student timetable is visible indicating term, teacher, room, block PLUS attendance summary per course/section.

Course Drops are also included in this view, i.e.: if the student has dropped course(s), they will appear on this schedule.

Term indicates the length of course and when it is offered, i.e.: Sem1 indicates semester one (first part of the year). This will help parents to understand how many/busy your students are in terms of holding a full schedule.

Student Grades

Parent Connect allows parents to view current year report card mark information. Once report cards have been distributed schools can choose to allow parents to view marks online. Columns typically indicate term marks and work habit. If the columns are unclear contact the school office for clarification.

Not all courses may have marks (depending on the term – whether the course has occurred yet).

The parent may also print of a history of marks (transcript) and a graduation checklist to confirm where your child is at in terms of graduation requirements (credits, and course types).

Student Interviews

Parent Connect allows parents to view parent-teacher schedule interview date/times. If the school has parent-teacher interviews, they may refer you to this website to review when and with who to meet for interviews.

Student Fees

Parent Connect allows parents to view current year fees. Details of all assessment (course fees, student fee, lost textbooks ..) as well as payment is shown for parents to appreciate the financial status of their children.

Pick Courses

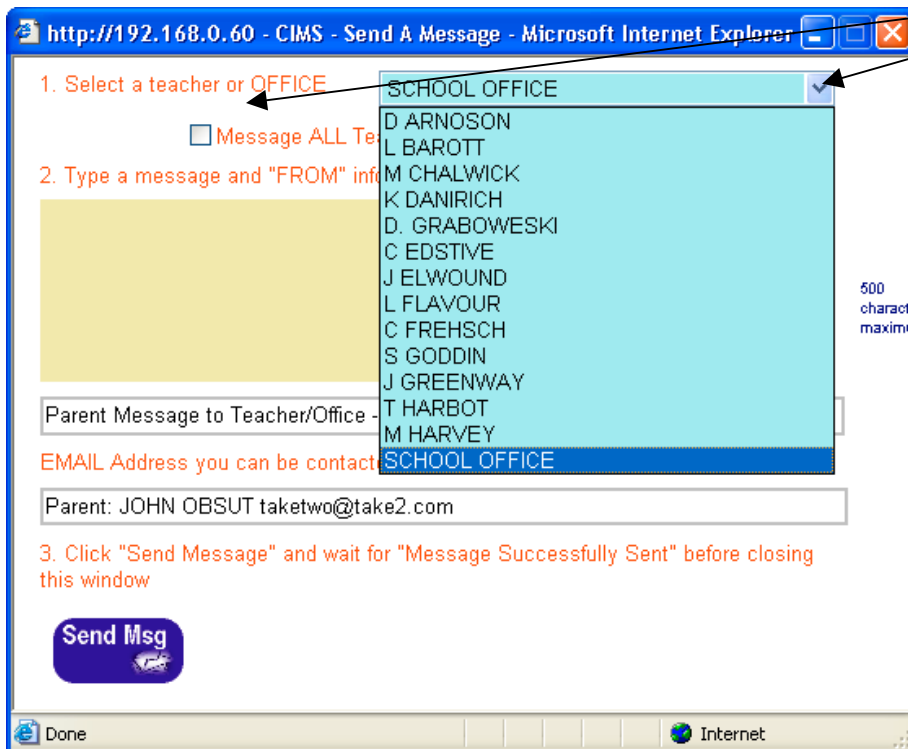
Dependent on the policies of a school, parents can work with their children online to select and print next year course requests. Parent Connect will indicate how many of what type of courses are required and provide all the options & choices for selection. Once parents agree with the selections they can print verification for their files and then choose to 'close the requests'. Once the requests are closed, they are no longer editable by the parent or student. Also, once the school starts working with the student schedule it will no longer be available to the parent.

It is very important to SAVE when you have completed your course selections. If you close or leave the course request screen without saving, your work will be lost.

Send Message

Parent Connect allows parents communication with teachers or the office. Teachers that choose to participate in parent communication are listed and parents may write message(s) as required.

Alternatively, there is a function to 'Send Message to all teachers who teach my student' that will automatically check the student schedule and send out a message. This can be VERY handy in situations where parent wants to let the teachers know a student will not be in class.



1. Select which teacher to send the message to. Default is OFFICE meaning it will get sent directly to the office (Excellent for address/demographic change)
2. Write your message
3. Check that the from Email is correct (assumes Guardian 1). If the information is wrong - correct it.
4. Click the Send button,
5. Confirm the Send by OK

School Calendar

The School calendar including school day codes, school closures, school sporting events and all events is available to parents. The current month is displayed but parents can select to review or print any month.

Parent Reports

Parents can print:

- Student Info/Verification form to confirm accuracy of information
- a student schedule (either grid format or as a list)
- report card, transcript, or graduation checklist for their students
- attendance details for their student
- Course Catalogue
- Next Year Course Package

- Schedule
- Assignment Profile (All courses or Per course)
- Interview Schedule
- Student eFolder contents