PART OF THE <u>Student and Parent Portal</u> **SERIES**

Purpose: Show Parents how to login and navigate the Parent Portal.

BASIC TASKS

I know how to…   Page
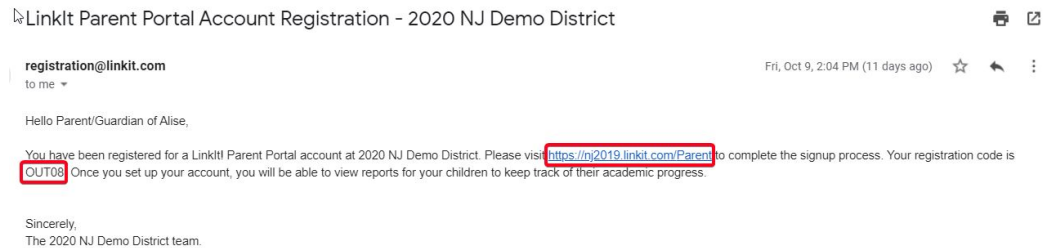
Audience: Parents

1. Your school district will provide you with a registration code as well as a hyperlink to get to the web address for LinkIt's parent portal. This may come in the form of an email or it may be distributed by other methods. If you receive the email, you will see the students you are attached to.
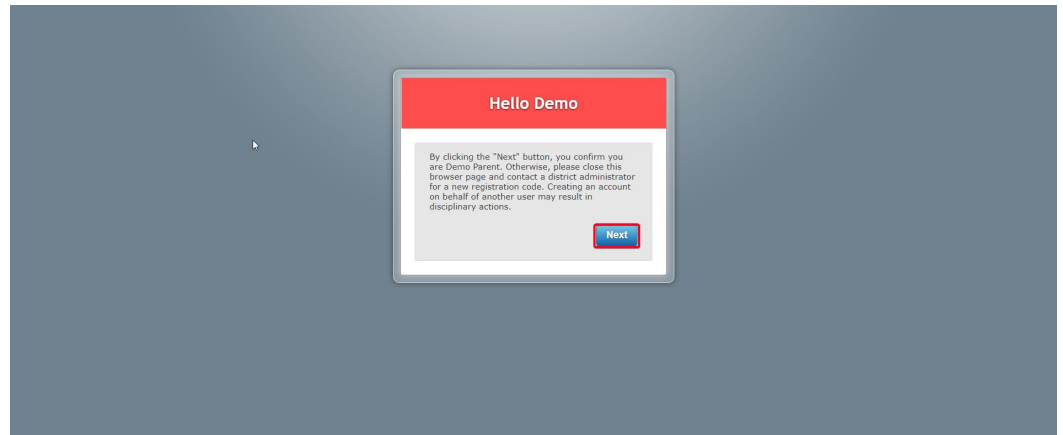

2. Once you have reached the login screen, click the "Have a Registration Code?" button and enter the registration code that was provided by your district.
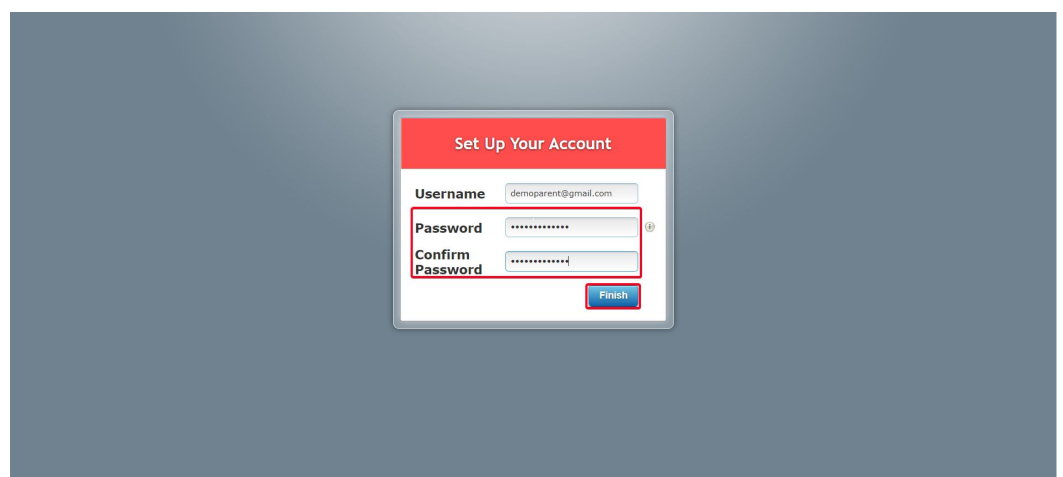
3. After clicking the submit button, you will be asked to verify that you are the parent or guardian that received that notification. Click *Next.*
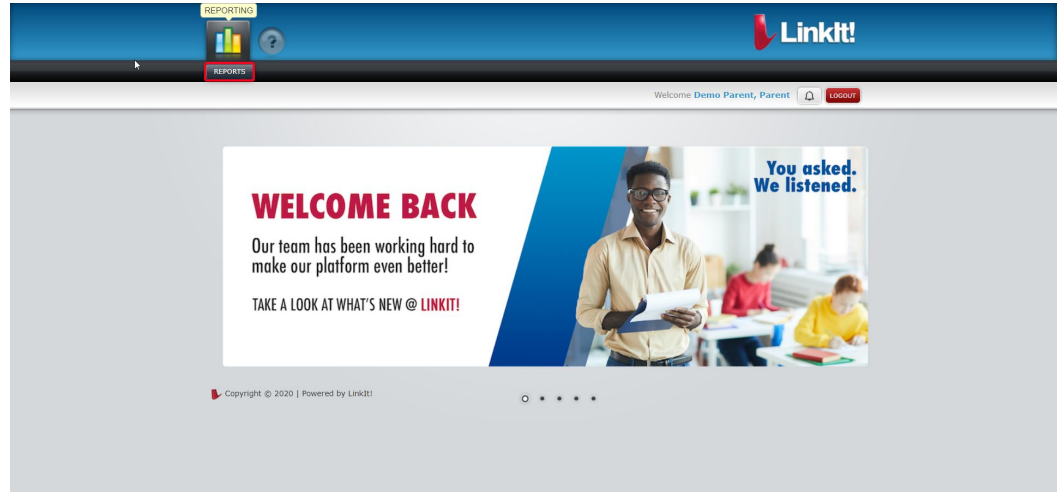

4. This screen will require you to create a password and confirm it. You can see that the username defaults to the email that is on record for your school district. After entering and confirming your password, click the submit button.
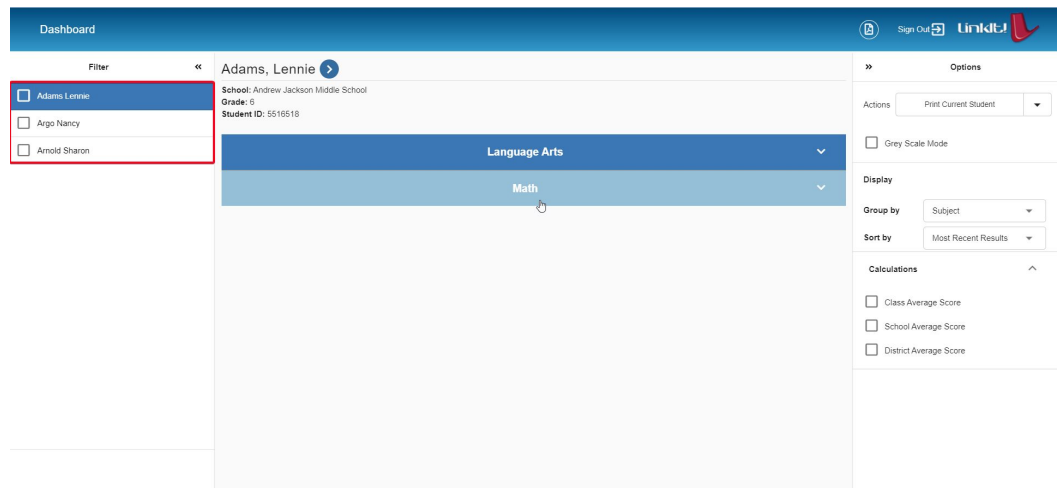
Audience: Parents

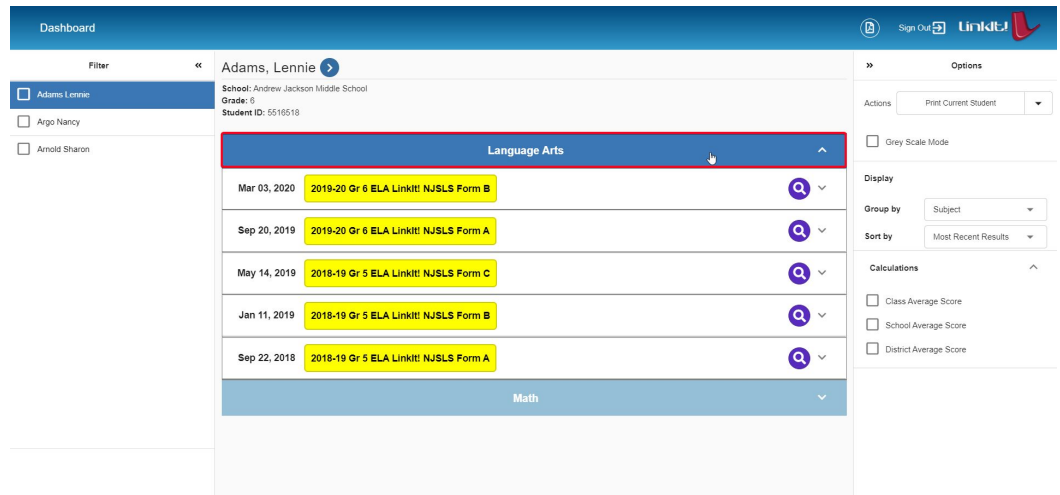1. To view reports on the Parent Portal, click the *Reports* icon.

2. In a new screen the *Student History* report will appear. On the left hand side will be all of the students you are attached to via your parent portal account.
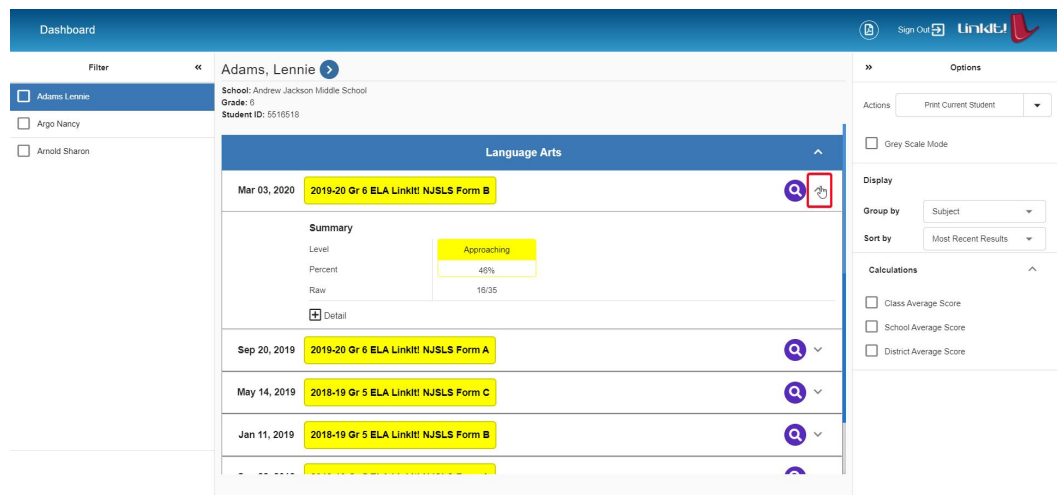
3. By clicking on any subject, you can see test results associated with the student that the school has allowed you to see as a parent or guardian in the *Parent Portal*.
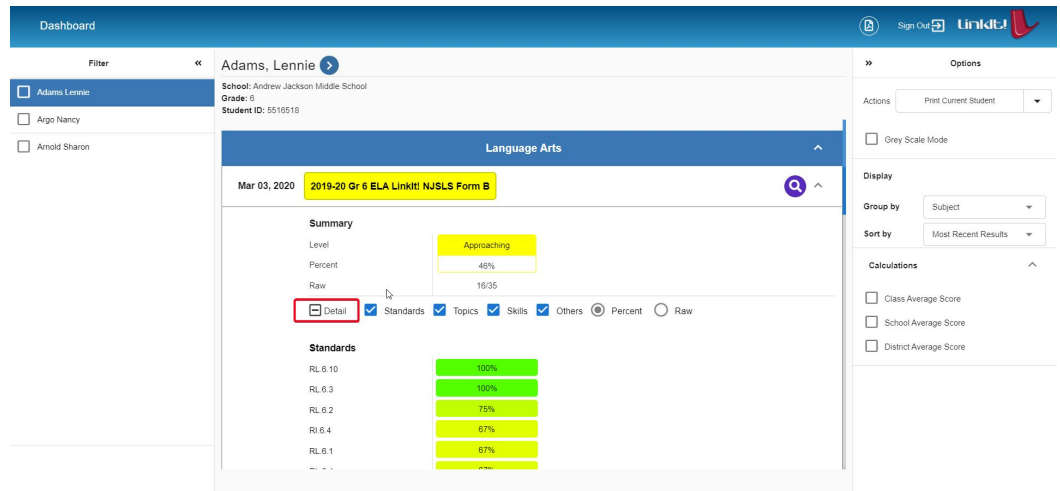

4. Click the arrow on the far right side of the test result to expand the result. This view will show the overall achievement level, raw, and percent score.
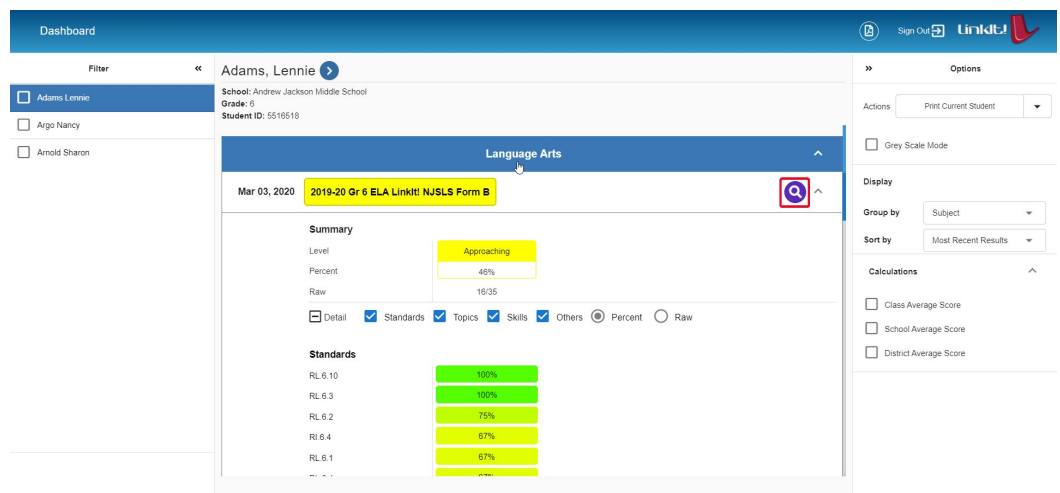
5. If the your school district permits this option, you can click on the *Details* button to see how the student performed on standards, skills, and topics that are associated to this test.
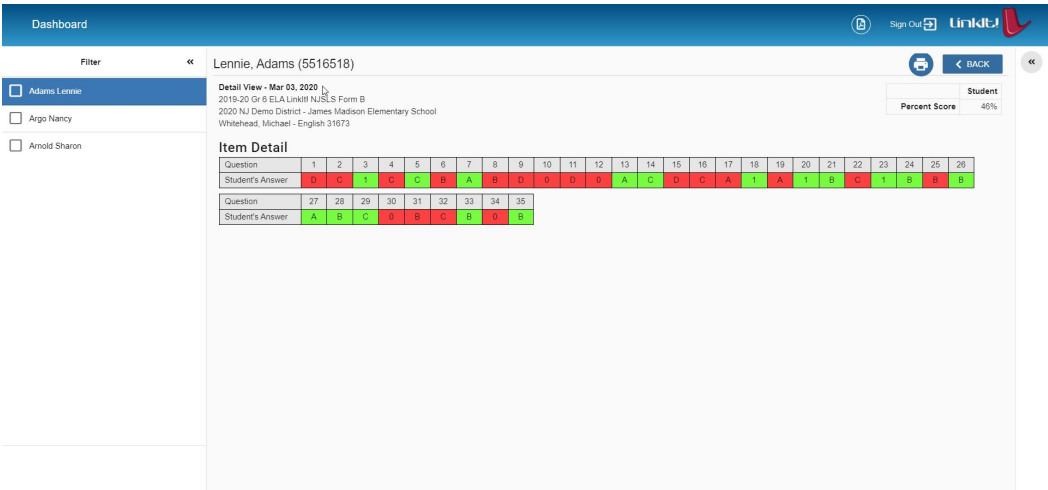

6. If the test was taken directly on the LinkIt platform, you will have the option to click on the magnifying glass icon which shows itemized breakdown by each question.
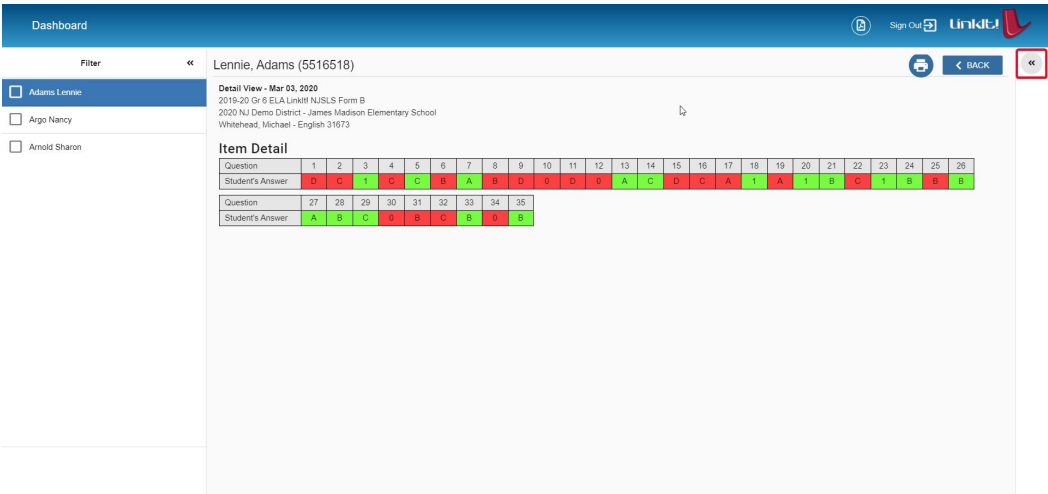

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7. After clicking the magnifying glass icon, parents will see item level data for their student.

8. Clicking the arrow on the right side of the screen will maximize the *Options Pane*.

9. On the *Options Pane*, parents will have the ability to print, view *Time Spent*, *Item Details*, and *Tags* associated with this test.