



## PART OF THE Student and Parent Portal SERIES

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

### BASIC TASKS

I know how to...

Page

Logging into the Parent Portal

2-3

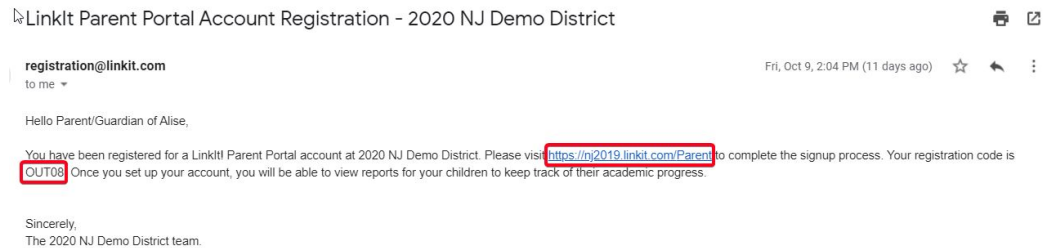
View Reports on the Parent Portal

4-8

## Task: Logging In to the Parent Portal (Page 1 of 2)

### 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.



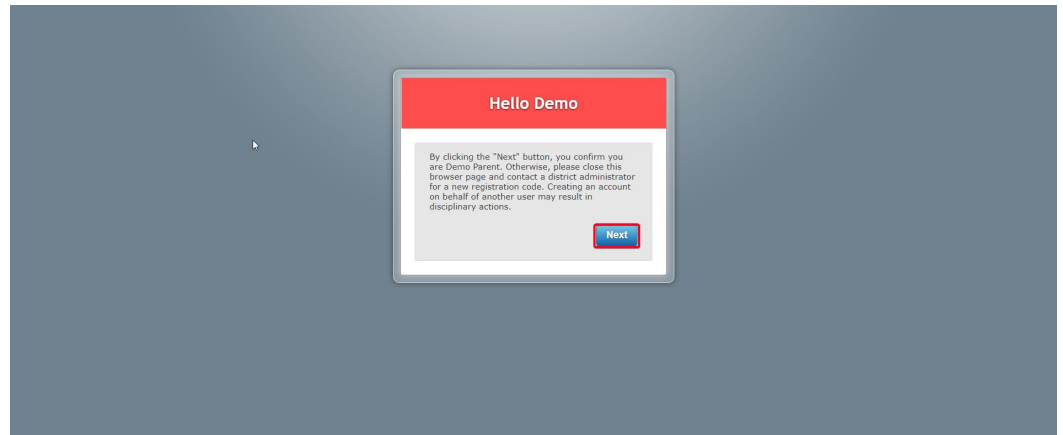
2. Once you have reached the login screen, click the “Have a Registration Code?” button and enter the registration code that was provided by your district.



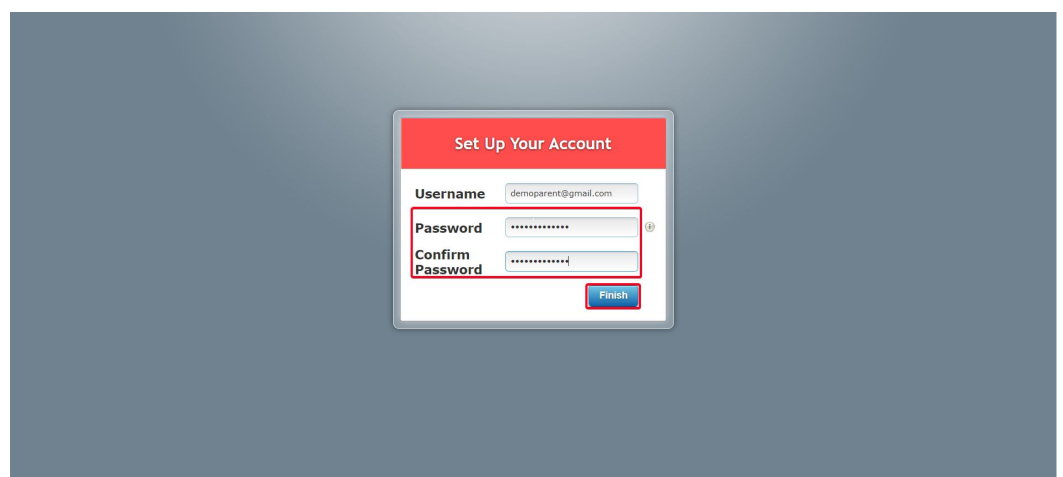
## Task: Logging In to the Parent Portal (Page 2 of 2)

### Audience: Parents

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*.



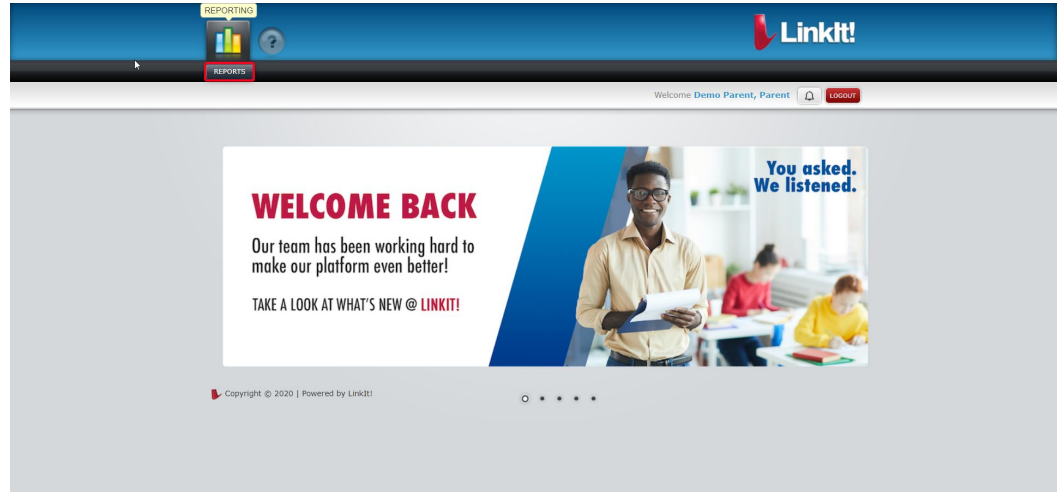
4. This screen will require you to create a password and confirm it. You can see that the username defaults to the email that is on record for your school district. After entering and confirming your password, click the submit button.



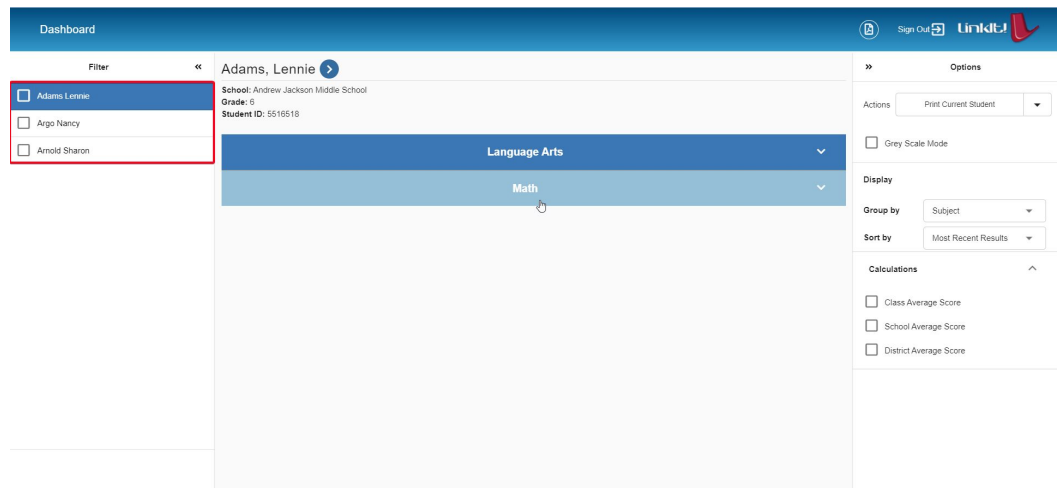
## Task: View Reports on the Parent Portal (Page 1 of 5)

Audience: Parents

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



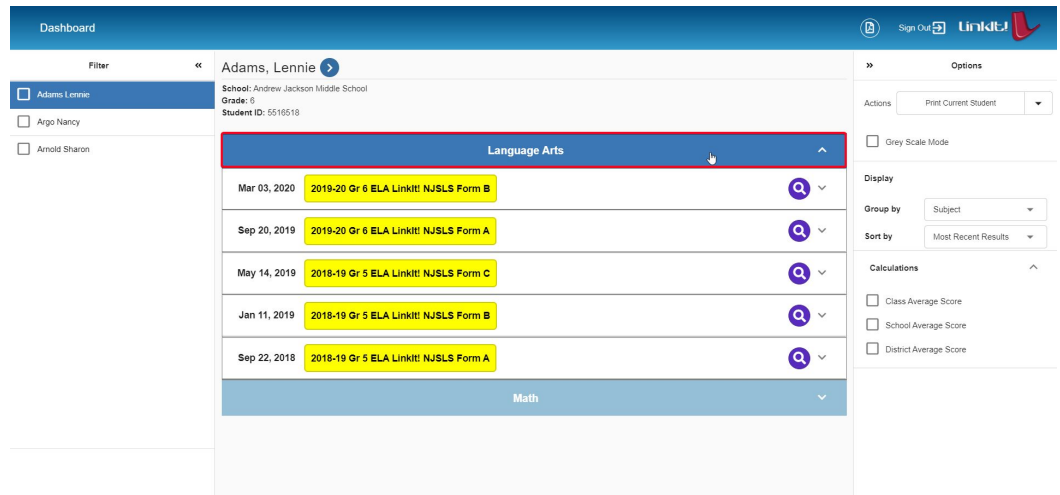
2. In a new screen the *Student History* report will appear. On the left hand side will be all of the students you are attached to via your parent portal account.



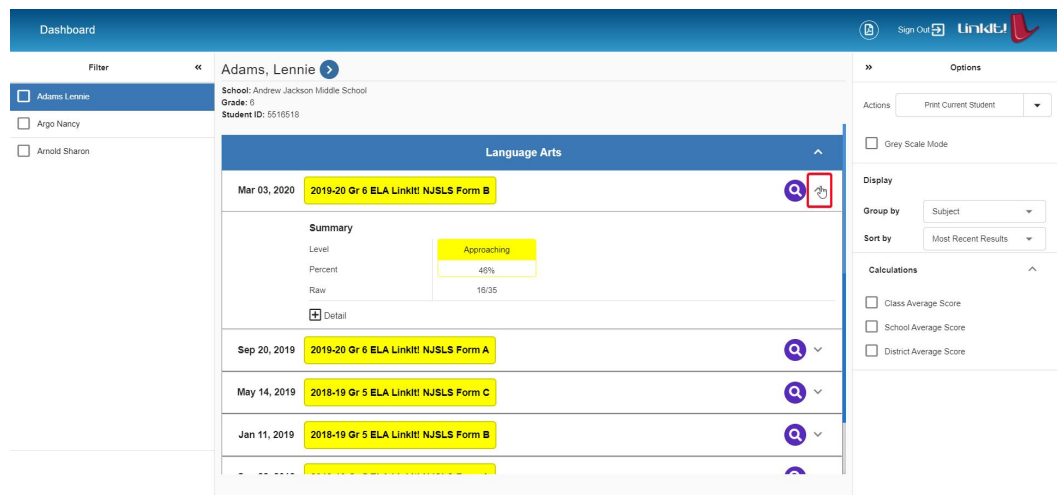
## Task: View Reports on the Parent Portal (Page 2 of 5)

### Audience: Parents

- 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*.



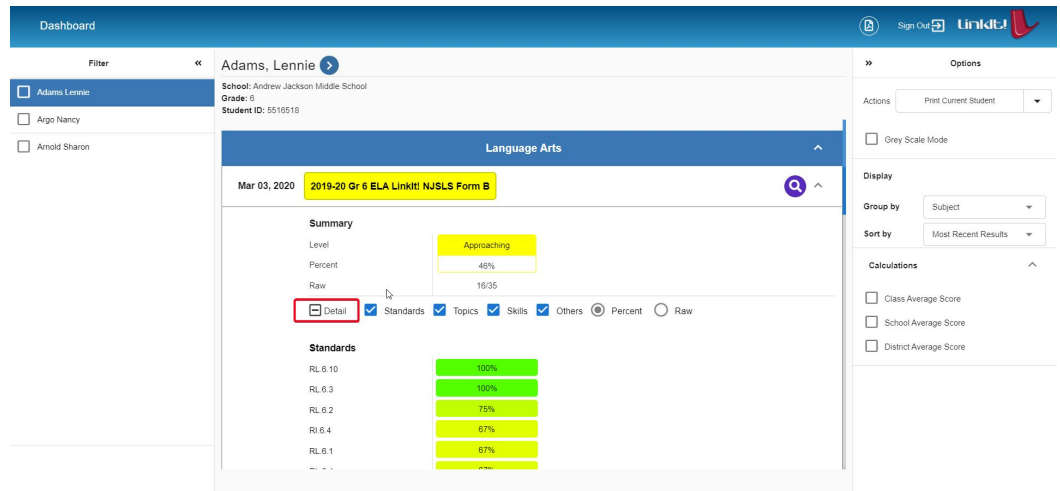
- Click the arrow on the far right side of the test result to expand the result. This view will show the overall achievement level, raw, and percent score.



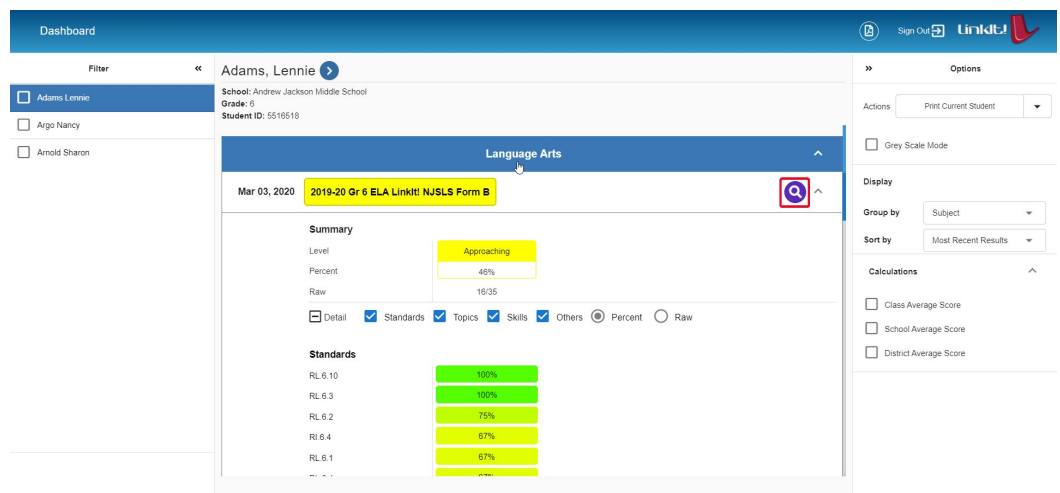
## Task: View Reports on the Parent Portal (Page 3 of 5)

### Audience: Parents

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.



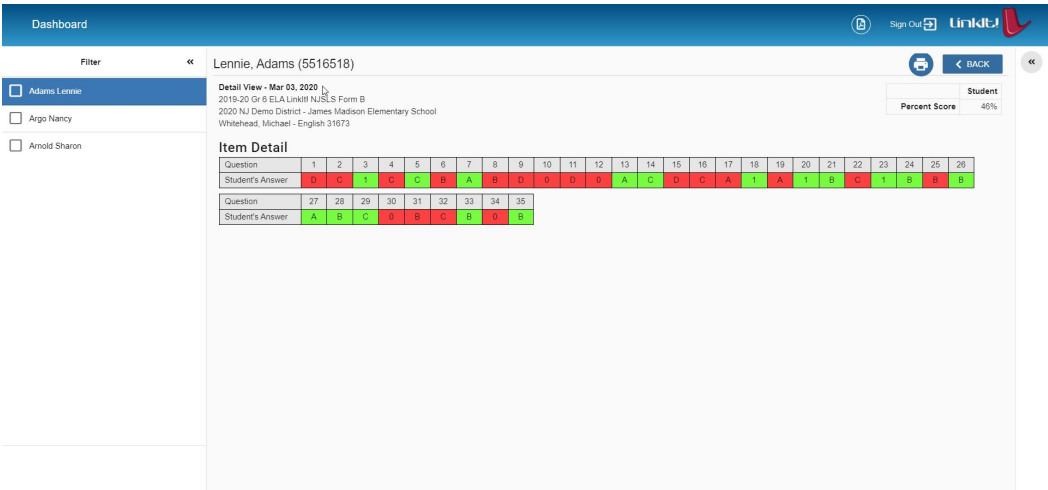
6. If the test was taken directly on the LinkIt! platform, you will have the option to click on the magnifying glass icon which shows itemized breakdown by each question.



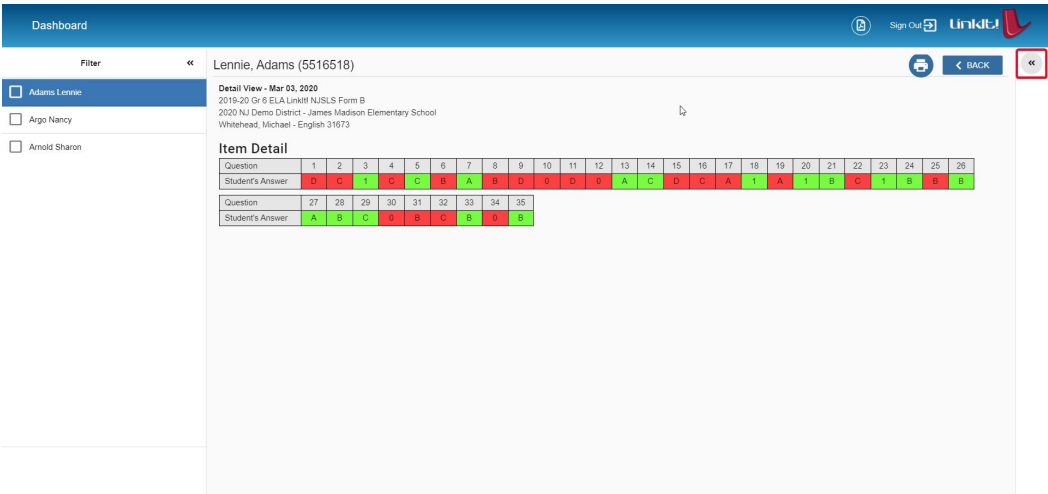
Task: View Reports on the Parent Portal (Page 4 of 5)

Audience: Parents

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*.



## Task: View Reports on the Parent Portal (Page 5 of 5)

Audience: Parents

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

**Dashboard**

Filter: Lennie, Adams (5516518)

**Options**

- ☐ Print Current Student
- ☐ Grey Scale Mode
- Overall Test**
  - ☒ Percent Score
  - ☒ Raw Score
  - ☐ Class Average Score
  - ☐ School Average Score
  - ☐ District Average Score
- Time Spent**
  - ☒ Student Time Spent
  - ☐ Class Average Time Spent
  - ☐ School Average Time Spent
  - ☐ District Average Time Spent
- Item Detail**
  - ☒ Item Detail Chart
  - ☒ Points Possible
  - ☐ Points Earned

**Item Detail**

Question	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Points Possible	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Student's Answer	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Student Time Spent	22:02	01:06	00:56	00:29	02:21	01:01	00:13	04:18	01:16	00:38	06:14	02:03	01:28	02:18	00:19	00:52	00:41	00:39	00:18

**Standard**

**RL.6.3** Describe how a particular story's or drama's plot unfolds in a series of episodes as well as how the characters respond or change as the plot moves toward a resolution.

**RL.6.10** By the end of the year read and comprehend literature, including stories, dramas, and poems at grade level text-complexity (See Appendix A) or above, scaffolding as needed.

**Question**

Question	23	26	29
Points Possible	1	1	1
Student's Answer	1	1	1
Student Time Spent	00:52	00:19	00:38

**Student**

Raw	Percent
30	100%