



TeacherEase Quick Start Training for Parents

Login

1. Log into your email and find the “Welcome to TeacherEase” email. Your password should also be in that email.
2. On your browser, go to the URL www.TeacherEase.com. TeacherEase will work on many different browsers including Microsoft Internet Explorer, Firefox, Safari, Google Chrome, etc.
3. Click on the login button on the top right of the screen.
4. Enter your email address and the password provided in the welcome email.

Navigating TeacherEase

Once you are logged in, you should then see the “Parent Main” page. From that page you can click on the different links to access student(s) information. If you have access to more than one student account, click on the dropdown menu with the students names on the top right of your screen.

- Classes/Subjects – This contains a list of student’s classes, schedule, and associated grading scales.
- Assignments/Lessons – Your student’s homework and date due can be found here, along with any lessons that the teachers have chosen to share with students and parents.
- Student Progress Update – Averaged grades for each class and graded assignments can be found here. It also contains a list of missing homework that your student should make up.
- Attendance – Contains date and times of all student absences and tardies.
- Email Settings – Allows for configuring the type and frequency of emails received from TeacherEase.
- Announcements – Messages that school administrators or teachers have sent to the whole school or specific groups that the student(s) belong in.
- Send Email to Teachers – Easy way to find a teacher and send him/her an email. All emails are logged in the TeacherEase database.
- Email Logs – Shows any emails sent to students.
- Digital Lockers – Displays links to documents made available by the administrators or teachers that can be downloaded (e.g. handbooks, pamphlets, forms, etc).
- Calendars – This contains the school calendar of dates and upcoming events. Click on a specific month to see details.
- Behavior Logs – List of notes made by the administrators or teachers regarding student behavior.
- Fees – Displays fees owed and account balances.
- Update Password/Profile – Allows parents to set their own Private Password or change their email address.