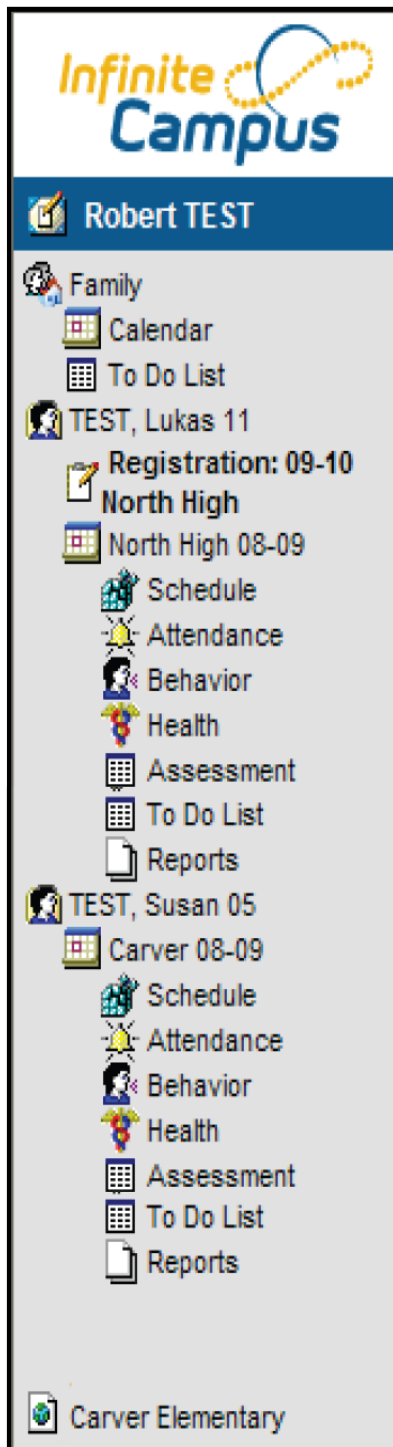


Navigating the MSAD #3 Campus Parent Portal



Once logged in, an index of accessible information for each student is listed within the left navigation of the screen. The parent's name will appear under the Campus Portal header. Each student's name to which the user has access is listed below with links to their school information.

The following information is detailed in order of appearance.



Family

This is the demographic information about the student's household, such as address, email, phone and a list of other members within the household. The household's physical and mailing address and all individuals designated as part of that household are viewable.

Calendar

Calendars appear in two places in the Portal, one which applies to the family as a whole and one under each student's index.

The Family Calendar link displays school and district notices, special events or *no school* notices. It also provides a list of all student assignments that are due on a certain day. The user can view student homework and track upcoming, missing or late assignments.

The Calendar Link underneath a student's name will only show information for that student. It displays assignments that are due on a specific day, as well as events specific to that student or school. This tool can help track the coursework for an individual.

To Do List

The To Do List provides a summary of assignments that are due and/or late. This list, like the Calendar icon, appears for the Family and for the Student.

The individual To Do List displays course, assignment, date assigned, date due and days remaining/overdue. Days remaining/overdue is the difference between the date due and the current date.

Class Schedule

The Class Schedule lists the student's classes in each period and term, along with the time and location the class meets. If a school uses a rotating day or alternating day schedule, the day the class meets will be listed. Parents can use this tool to find out where their student is during the day or what classes they are taking.

Parents and students can see assignments and grades by clicking on the class name within the period. To view assignments, click on the name of the school next to the notebook icon. This will bring up the detailed assignment information with possible point and scores for all assignments in that class. The users will also be able to see late or missing assignments.

If there is an envelope link in the class schedule, the user may click the teacher's name to send an email. This opens a new email message using the preferred email software with the teacher's address already populated.

Attendance

The teacher and the building attendance clerk enters absences and tardy designations as they occur. These absences are posted immediately after the teacher or clerk saves the input so the parent can see if and when any classes are missed.

To print the attendance page, users can go to File > Print in Firefox or IE to print the browser page. In order for attendance information to print in color, make sure the browser is set to print background colors and images.

When viewing attendance through the Portal, the color indicates whether absences were excused or not.

Behavior

Behavior information records both positive behavior events such as a student being recognized for a special accomplishment and negative behavior events such as disruptive or violent behavior. This option allows parents to learn more about actions, consequences and the remedial steps taken by the school. Sometimes behavior events will result in a meeting with parents, information which would be posted here.

The parent will see the date the behavior occurred, what happened and activities or consequences related to the event and the student's role in the event. After appropriate steps have been taken to resolve this issue, there will be a citation explaining the details.

Health

Every state mandates a series of vaccinations to be given to students over several academic years. After parents give the school the documentation verifying that students have received the required immunizations, this module can be used as an easy reference for tracking that the student's vaccinations are up-to-date.

Print this screen to use when documentation of compliance is required such as when it is needed to attend camps or participate in athletics outside the district.

Assessment

The passage of No Child Left Behind created a series of tests and assessments required throughout a student's schooling. These standardized tests may be federally required or district-wide.

The Assessment link lists the standardized test the student has taken and their scores on those assessments.

Reports

Reports list a student schedule and any transcripts or report cards available.

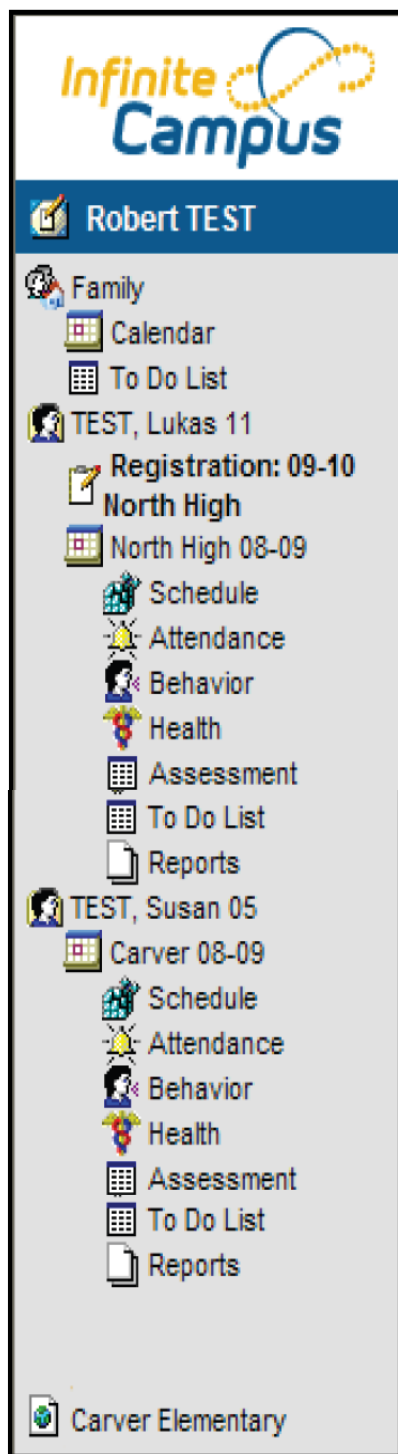
Log Off

When finished using the portal, parents and students must click the log-off option for security reasons rather than simply closing the browser window.

Portal Languages

The Portal is available in four languages:

- English
- Spanish
- Simplified Chinese
- Traditional Chinese



Parent User