South Kingstown School District

ParentCONNECT
User Guide
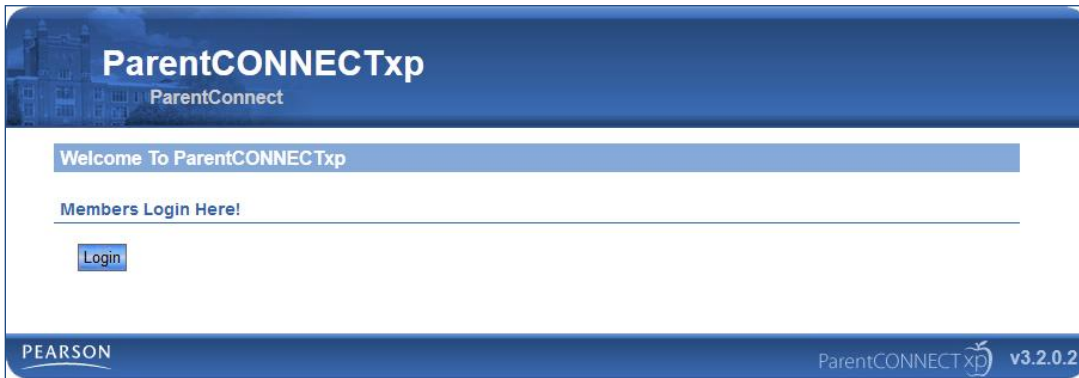
Office of Technology Support

Login to ParentCONNECT

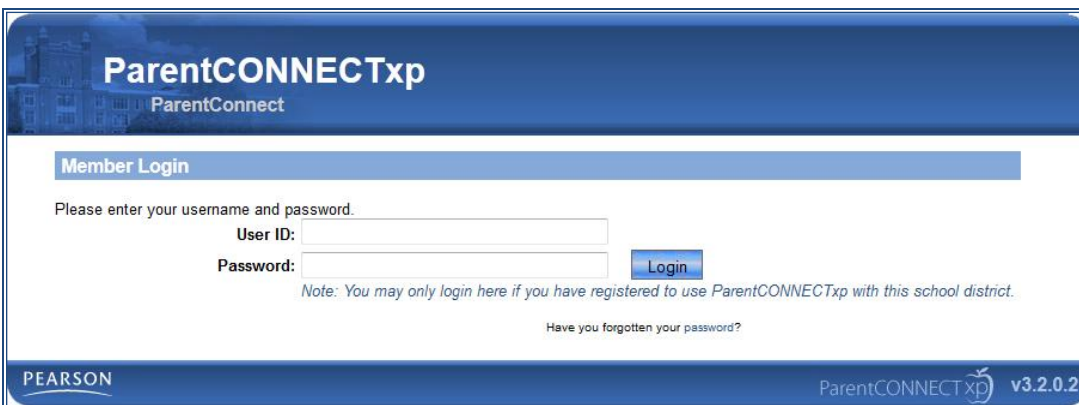The website is located at https://pconnect.skschools.net
- If you do not have a username and password please contact Laura McCallig of the Office of Tech Support at 401-360-1038 or lmccallig@skschools.net .
- If you already have your username and password click the Login link.

- Enter your username and password. If you have trouble logging in click "password" where it says "Have you forgotten your password?", then contact us at 360-1000 and explain to us your problem.

Initial Household Summary Page

- The initial summary page displays the last update for each student as well as any assignments and attendance issues that have been posted this week.
- As a general rule, information on ParentCONNECT is updated every hour, however, not every student may have new updates. The Last Update field will display the last time a change was made to this specific student.

ParentCONNECT Navigation

- To navigate to specific student, use the Pencils on the left of the screen. Once you click a pencil ParentCONNECT will display a single student's data and you may toggle between students by using the Choose Student dropdown located on the upper right of the page.
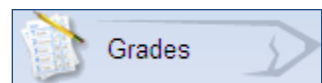
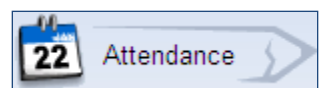## Parent CONNECT Data
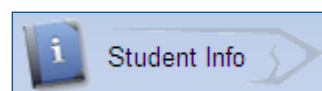
  Contains an overview page and demographic information **(Page 4)**
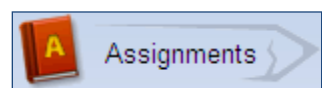
  Contains class assignment scores and current grades **(Page 5)**

  Contains final report card grades **(Page 6)**

  Contains absence and tardy information **(Pages 7 & 8)**
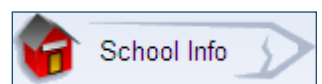
  Contains school contact directory and announcements **(Page 9)**
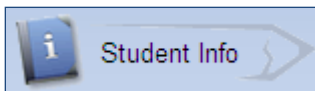
Profile Tab

*   The **Profile** tab contains new assignments that are due this week.

General Tab

*   The General tab contains demographic data for your student. If any information is inaccurate on this page please contact your child's school to make any necessary changes.

Assignments Tab

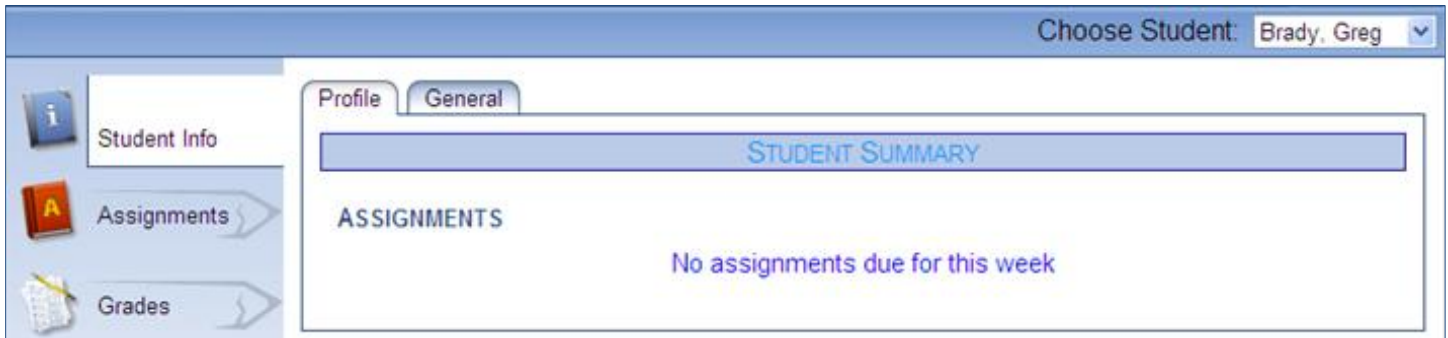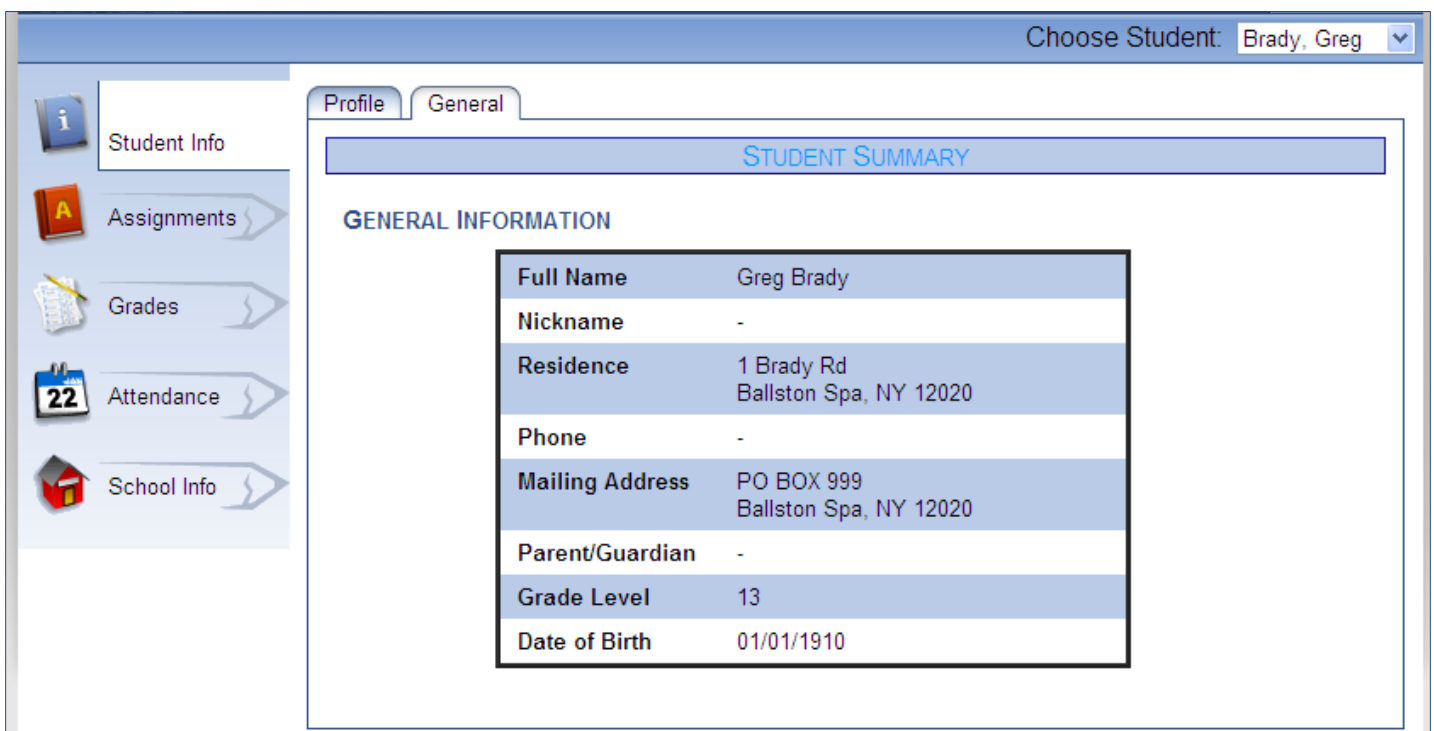- The Assignments tab contains all assignment data for each class your child is in.
- The predefined time period dropdown defaults to This Week but you can change the date range to any of those available.
- The assignment screen is presorted by Due date but assignments can be resorted by any column by clicking on the column heading. Clicking on the Course column heading will group all assignments for each course together.
- Assignment scores are posted in the scores column. If the score for an assignment has not been posted yet there will be a dash listed instead of a numerical value. This indicates that no grade has been entered for this assignment yet.
- Please also pay attention to all "memo pads" displayed on the assignment screen. Memo pads may be seen in the Course, Assignment, or Score column and when clicked will display additional information about the course, assignment, or score. (Click the Back button to return to the assignment screen)
- The teacher name is a link to send a message. Click the teacher name to send them a message or ask a question.

Class Scores Tab

- The Class Scores tab displays the current grade for the student in each of their classes.
- To display contributing assignments for a particular grade, click on the score.
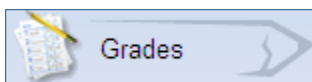
Grades

General Tab

- The General Tab displays FINAL Interim/Quarter grades for each course. There will be no grades displayed on this tab until the various grading periods are complete.
- To toggle between grading periods use the dropdown box located at the top of the Grades Summary grid.
- You may click on the teacher name to open a new page to ask a teacher a question.

Student Schedule Tab

- The Student Schedule tab displays the classes your student is currently enrolled in.

Attendance

Calendar Tab

- The Calendar tab displays any attendance issues for the selected month.
- To change months use the dropdown at the top left of the calendar
- To see detailed information on the absences or tardy, simply hover the mouse over the icon on the calendar to view class name, period, and teacher for the specific absence.
- Totals for the month appear at the bottom of the screen.

 (Continued)

Report Tab

- The Report Tab displays detailed attendance information grouped by type.
- You may change the selected month by clicking on the dropdown menu.

Summary Tab

- The Summary tab displays attendance issue totals grouped by day of the week. This helps identify trends in attendance issues.
- To change the predefined time period simply use the dropdown menu provided.
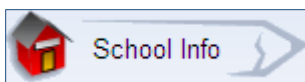
School Info

General Tab

- The General tab contains the name and address of the school your student attends.

Contacts Tab

- The Contacts tab displays an alphabetical listing of building employees.
- To send a message to someone simply click their name and fill out the message form.

Announcements Tab

- The Announcements tab displays district or building announcements that may be important to users. Please check this page often for updated information.

Settings

Account Settings for **BRADYMI**
Please make any changes you wish.

<< Back

Change Password

New Password: [   ]

Confirm Password: [   ]   Submit

If you would like to specify a new password, simply type in the name of the new password, and repeat the password in the confirmation password text box.

NOTE: Your password must contain at least 8 characters and be no longer than 20 characters.

E-Mail Addresses

Primary E-Mail: [ndederick@gmail.com   ]

Secondary E-Mail: [ndederick@bscsd.org   ]   Submit

The e-mail addresses specified above will be used for the delivery of any messages sent from ParentCONNECTxp.
This currently applies to only those alert notifications you have enabled below and messages sent to internal ParentCONNECTxp contacts.

NOTE: Entering both primary and secondary e-mail addresses will cause alert messages to be sent to both addresses simultaneously.

Alert Notifications

Select the events you would like to subscribe to. If any of the selected events occur for a student that you are able to view, a notification will be sent to the e-mail address identified on this page.

☑ Unexcused Absences

☑ Unverified Absences

☑ Tardies

☑ Missing Assignments

☑ Failing Assignments   Submit

• **Change Password –** To change your password simply enter your new password in both the New Password box and the Confirm Password box and click Submit

• **To receive information by email –** enter one or more email addresses in the Primary E-mail box or the Secondary E-mail box and click Submit.

• **To receive E-mail Alerts –** Check the boxes in front of the type of alerts you wish to receive and click Submit. You will begin to receive email alerts at the address you provided for the chosen events.

• To return to the main screen click the Back button.