



### **Initial Sign Up:**

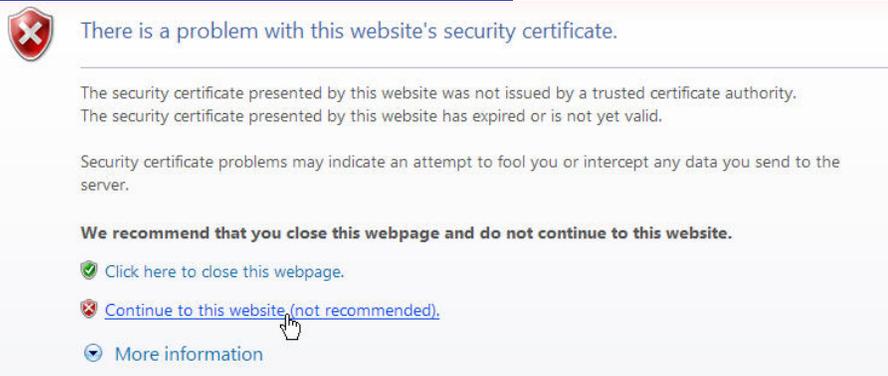
Go to Kellogg School District Web Site: <http://www.ksd391.org>

1. Click on the “Parent Connect Web Site” link at the bottom right of the page
2. This will bring up a welcome page giving you instructions for creating an account and answering many questions that you may have. [\*Note: Click on one of the tutorial links: “Parent Tutorial” (downloads the document you are currently reading) or “Parent/Guardian” (a web site of frequently asked questions and other ParentCONNECTxp information)].
3. Scroll to the bottom of the page and click on the “I am an authorized user of KSD 391 ParentCONNECTxp and have read and agree to district policies” link.
4. First time users will need to Register (see figure 1). A Security Alert window (see figure 2) will most likely pop up. Just click the “Yes” button (if you are using Internet Explorer 6 or a previous version) or the “Continue to this website (not recommended)” link (if you are using Internet Explorer 7).
5. Fill in the information requested and click the “Submit” button (see figure 3).



**Figure 1: Register (first time only)**

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**Figure 2: Security Alert – Top (IE 6 or earlier) click Yes, Bottom (IE 7) click Continue to this website (not recommended).**

Please fill out the following form, and press the submit button when you are finished.

Parent Information	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Mailing Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip Code:	<input type="text"/>
Home Phone:	<input type="text"/>
Work Phone (optional):	<input type="text"/>
Email Address (optional):	<input type="text"/>

Student Information	
<i>Please enter information for each of the students you would like to register. Please list each student you wish to register as follows &lt;Student Name&gt;, &lt;Student School&gt;, &lt;Grade Level&gt; e.g. Victoria Bright, Alameda High School, 9 Daniel Bright, Alameda High School, 12</i>	
<input type="text"/>	
<input type="button" value="Submit"/>	

**Figure 3: Registration Screen**

**IMPORTANT! If you already have an active account, DO NOT register again!** If you are having a problem logging into Parent Connect, please phone 786-5018 between 8:00 a.m. – 3:00 p.m.

**Logging into**  **After Registering:**

**NOTE:** *Within 7 working days of registering, you should be able to go to any one of your children’s school to pick up your User ID and password for the initial login. Any problems with password functionality, call 786-5018 and we will be happy to assist you. You will be required to show a picture ID.*

Go to Kellogg School District Web Site

<http://www.ksd391.org>

1. Click on the “Parent Connect Web Site” link at the bottom right of the page
2. Scroll to the bottom of the page and click on the “I am an authorized user of KSD 391 ParentCONNECTxp and have read and agree to district policies” link.
3. Click the “Login” button (see figure 1). A Security Alert window (see figure 2) will most likely pop up. Just click the “Yes” button.
4. Enter your username and password in the appropriate boxes, then click the “Login” button (see figure 4).

**Figure 4: Members Login Screen**

5. You will now be in the ParentCONNECTxp window. Click the “Settings” button (upper-right, see figure 5) to change your password (top-left of settings screen – see figure 6). Please do this the first time you go into ParentCONNECTxp. You may also click on any of the Alert Notifications (on the right hand side of the settings screen – see figure 6). This is also where you can change your e-mail address as necessary.
6. Click the “Apply” button to make these changes permanent.
7. Click the “Back” button to get back to the main ParentCONNECTxp window (see figure 6).

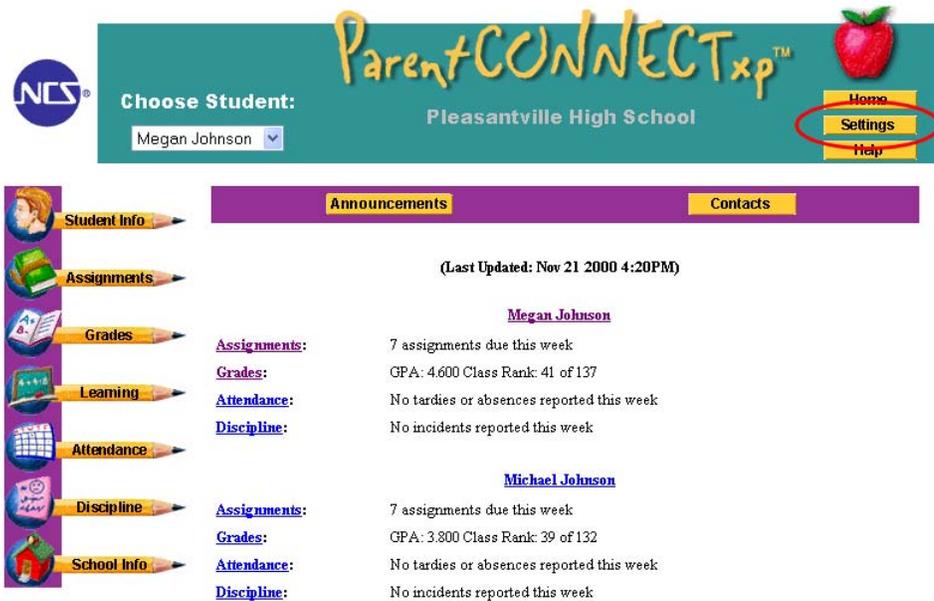


Figure 5: Settings Button on Main Screen

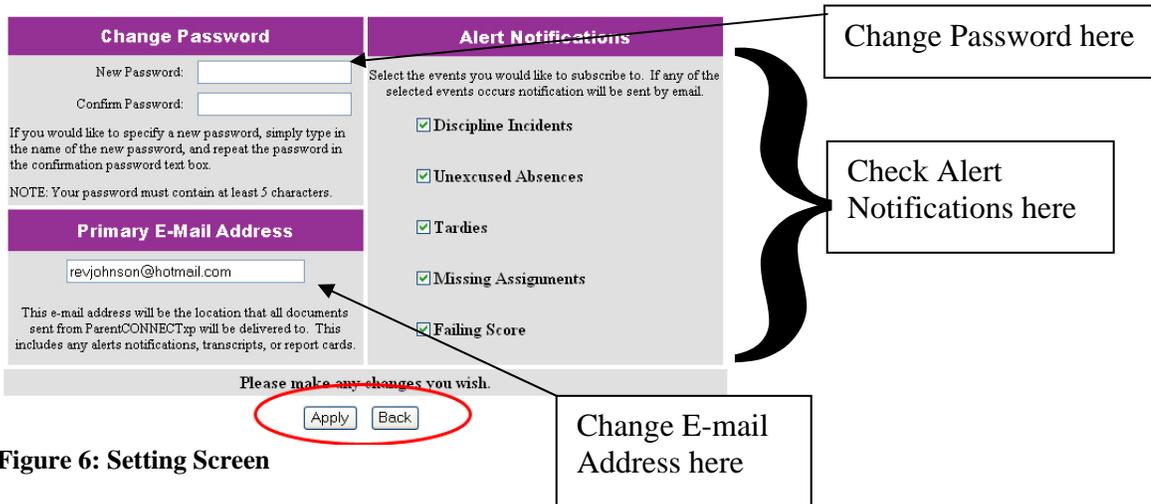


Figure 6: Setting Screen

## Assignments and Schedules

Click on the “Assignments” pencil and choose a time period from the drop down menu to see a list of assignments due in the given period (see figure 7).

**Note:** ParentCONNECTxp information is uploaded each night, so daily grades posted in a gradebook will be available the next day.

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Choose Student: Megan Johnson

Pleasantville High School

Home  
Settings  
Help

Assignments Schedule

Today & Tomorrow  
Today & Tomorrow  
This Week  
This Week & Next Week  
This Month  
This School Year

Assignments for duration Saturday, November 26, 2000

Student Info  
Assignments  
Grades  
Learning  
Attendance  
Discipline  
School Info

Clicking on the “Home” button always returns you to the main ParentCONNECTxp window.

View assignments by date due (Assignments button) or by class schedule (Schedule button)

Choose time interval

If you have registered more than one student, you can toggle between students here.

Figure 7: Assignments Screen

## Attendance and Grades

Michael Johnson

Pleasantville High School

Home  
Settings  
Help

Calendar Report Summary

November 2000

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Click on attendance items in calendar to see detail information

Tardies in November 2000 - 2  
Unexcused/Unverified Absences in November 2000 - 0  
Excused Absences in November 2000 - 0

Scroll through months here

Click on an attendance icon (or click the “Report” button) to see a detailed attendance report

Figure 8: Attendance Calendar Screen

Calendar Report Summary

November 2000

Tardies

11/1/2000	Tardy for Adv Photograph, Bishop, L (Period 01)
11/8/2000	Tardy for Adv Photograph, Bishop, L (Period 01)
11/15/2000	Tardy for Adv Photograph, Bishop, L (Period 01)

Unexcused Absences

No Incidents Reported

Unverified Absences

No Incidents Reported

Excused Absences

No Incidents Reported

Click the “Attendance” pencil to get daily attendance reports

Figure 9: Attendance Report Screen

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The screenshot shows the "Grades" section of the ParentCONNECTxp interface. On the left is a vertical sidebar with icons for "Student Info", "Assignments", "Grades", "Learning", "Attendance", "Discipline", and "School Info". The "Grades" icon is highlighted. At the top, there are tabs for "General", "Report Card", "Transcript", "GPA/Rank", and "Course History". Below the tabs is a dropdown menu for "First Semester Grade Report". The main content is a table with the following data:

Course	Course Title	Credits	Report Card Grade	Current Grade	Teacher
0401	Drama I	5	-	<a href="#">83</a>	Henson, M
0431	Am Lit 11 (H)	5	-	<a href="#">92</a>	Van Geloof, C
0555	Physics (H)	5	-	<a href="#">100</a>	Davis, J
0607	Adapted PE	5	-	<a href="#">95</a>	Anton, A
0505	Algebra I	5	-	<a href="#">1</a>	<a href="#">Bayes, B</a>
0708	World Hist (H)	5	-	<a href="#">82</a>	Arczynski, L

Click on "Current Grade" to see list of assignments and grades received

Click on any hot-linked teacher name to send an e-mail message to that teacher

Choose the grading period you wish to view (by quarter)

Click the "Grades" pencil to view student progress reports, report cards, transcripts (where applicable), etc.

Figure 10: Grades General Screen