1 School Pathways SIS Learning Centers - Student/Parent Portal In this manual 1. Set-up In School Policies, decide if you want your students/parents to log in using a student number and teacher last name or a personal student login and password. The latter is more secure but the former could be easier for students to remember. To set the policy, go to Administration>Settings>Policies and scroll down to Learning Centers. You can connect your SP SIS web site to your school's web site for easy access. Then families don't have to learn a new web site also. 2. Features of the Student/Parent Portal Students and parents can log into SP SIS/Learning Centers for the following: 1. Set up 2. Features of the Student/Parent Portal 3. How to get passwords to students and parents. 2A. Class Registration 2B. Class Schedule 2C. Upcoming Assignments 2D. Class Assignments 2E. Grades & Comments 2F. Class Attendance 2G. Learning Log 2 2A. Class Registration If your school has chosen to allow public registration of classes, families can log on and enroll through the portal. For more information on public registration, see the Public Registration manual. 2B. Class Schedule Students/Parents can view and print the class schedule in two formats: A. Simple Class List 3 B. Weekly Schedule 2C. Upcoming Assignments Upcoming assignments can be viewed and messages can be sent to the instructor by clicking on the . This message will be viewable in the learning center evaluation area by the teacher. More directions are below in 2D. Class Assignments. 2D. Class Assignments Choose the reporting term (semester? Trimester?) and the class to see what has been assigned. If grades have been posted, they will also be in this view. 4 Students/Parents can send messages to the teacher through this window. Click on the to send your message. You will see any messages you've already sent. Click on

Type message in the box and click SEND MESSAGE. Soon students will be able to browse for documents to upload for their instructors. 5 You will be automatically redirected back to the list of class assignments. You will see messages left by your instructor and can review them by clicking on the paperclip or the words 'message left.' These messages are considered 'class notes' and are the same for all students. Click on the underlined '1 message' to view the message. 6 The message is viewable in this next screen. If the teacher has uploaded a document for the student to use, it is downloadable here. Click on the document to open. Word documents, Power Points, Excell, or Pdf's can be uploaded to the system. Click the BACK button to get back to the list of assignments. 2E. Grades & Comments Click on 'View Assignments' to see the actual assignment list. Click on 'See Teacher Comment' to see comments left by the teacher. These comments are personal to the individual student. These comments will also be viewable to the supervising teacher in the Assignment and Work Record in ReportWriter. 7 2F. Class Attendance Each class the student is enrolled in is listed on this page. 2G. Learning Log This allows a student to complete a log and print it online. This is also available in RW. 8 3. How to get passwords to students and parents. Administration>Settings>Securities>Student Logins/Users All students have passwords to the system. Choose the view you want. 9 Click on Edit to see more in-depth information on the student. If the student has an email address in the system, you can send the student an email from this view that contains their login information.