

CMS- Student/Parent Portal Please remember these important facts when working in the SIS. The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary.

1. Set up Step 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. Step 2. To set the policy go to Admin»Settings»Policies and scroll down to Learning Centers. You can connect your SpSIS web site to your school 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 SpSIS/Learning Centers for the following:

A. BUZZ LMS- External Learning Management System that is linked to our SpSIS in the Student Portal. This is a feature that is turned on by us for your school by request. B. PLATO- External Resource that is linked to our SpSIS through the Student Portal. C. Class Registration- If your school 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 D. Class Schedule- Students/Parents can view and print the class schedule in two formats • Simple Class List • Weekly Schedule

E. Grades and Comments- Click on 'View Assignments' to see the actual assignment list Click on 'See Teacher Assignments' 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.

F. Attendance- Review the students' attendance history by selecting School Year/Period G. Activities Log- Track activity and therefore attendance for each specific class H. Reporting- Review Transcripts, Tests, Progress/ Report Cards and Milestone Graduation Plans

I. Account- Make changes to your password J. Newsletters & Events- Review upcoming and historical School Newsletters OR choose Events and Field Trips tab to review events K. Tutoring- Review any tutoring sessions scheduled for the student (Which is scheduled by the teacher in the SIS not the Portal.) L. Log out- Use this link to log out

3. How to get passwords to students' and parent Step 1. ADMIN» Settings»Security and choose Security Step 2. Choose 'Student Logins/Users'

Step 3. Choose the views you'd like to see Click on edit to see more in-depth information of 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.

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