

Quick and Easy Guide To Parent Access

DEKALB COUNTY SCHOOL SYSTEM'S HOME PAGE:

www.dekalb.k12.ga.us

Registration/Logon Procedures

PARENT PORTAL

On the DeKalb School System's Home Page click the Parent Portal button to display links for Parent Access logon, registration, help, email, and tutorials.

PARENT ACCESS LOGON PAGE:

Click the Parent Access Logon link on the Parent Portal Page.

PARENT ACCESS REGISTRATION:

Click the Parent Portal link from the DeKalb Home Page; click the Parent Access Logon link; click the Register Me button; enter required parent information; accept Terms of Service Contract; enter required student information; click Add Student button; click Confirm Registration button; confirmation message of registration is displayed and email sent; second email sent within two school days confirming registration activation.

ERROR MESSAGES:

A System Error message requires you to restart browser (Internet Explorer). Whenever the program is not working properly, restart browser and logon again.

HELP:

The Parent Portal page provides a user's manual, tutorials and Frequently Asked Questions. Please use these resources before requesting technical help.

Technical Help: Send Technical Help Email from the Technical Support link on the Parent Portal page.

Grades and/or Attendance Issues: contact teacher or school

GENERAL INFORMATION

Logon to Parent Access can occur from any computer and any browser. Parent Access is not available on Tuesday and Friday evenings after 8:00 PM. The Parent Access program will logoff after 15 minutes of non-use. Click words and numbers in blue to display additional data. Information about data, links, and buttons will appear in the green box. Use the Printer Friendly button to save ink/toner. After clicking on Printer Friendly button, click on File; Print; and OK to print.

EMAILING TEACHER:

Click on the teacher's name in blue to open email window.

OBTAINING FORGOTTEN PASSWORD:

Click on Forgot My Password on the Parent Access Logon window; an email will be sent with your password. Passwords will not be given out over the phone.

CHANGING PASSWORD:

Click the Manage Profile button at the top of any Parent Access page; enter new password twice and click Save.

CHANGING EMAIL ADDRESS (User ID):

Click the Manage Profile button at the top of any Parent Access page; enter new email address twice, and click Save. This new email address becomes your new User ID.

STUDENT DATA DISPLAYED:

Schedule, teacher, grades, progress report, present week's attendance, history of attendance, assignments, homework, teacher notes on student

ADDING STUDENTS:

After initial registration, students can only be added through the Manage Student Window within the Parent Access program.

MANAGE PROFILE WINDOW:

Click on Manage Profile button to change your email address, password, name, and phone number.

MANAGE STUDENTS WINDOW:

Click on Manage Students Button to register addition students in Parent Access.

NAVIGATING PARENT ACCESS WINDOWS:

Use tabs, back button, or arrows in browser menu to move from one window to another.

TUTORIALS & MANUALS:

Links to these can be found on the Parent Portal page.

EMAILS ABOUT PARENT ACCESS:

You Tell Us email link on Parent Portal page is for general comments on Parent Access, not for help issues.

Technical Support email link on Parent Portal page is for help related questions, not for questions concerning grades and attendance.

ATTENDANCE DATA:

The main window shows attendance for the present week.

Clicking the attendance details link in blue displays attendance history. Student's attendance starts the day he/she is added to class. Data is real-time. Attendance data is available once teacher posts attendance.

Blank square indicates that no attendance has been taken.

P in square indicates attendance taken and student was present.

Hyphen in square indicates class does not meet on that day.

Place mouse on attendance code to display the legend code in green at top of window

If attendance displayed is incorrect, contact teacher or school.

GRADING DATA:

Teachers are expected to enter/update grades in a timely manner. Courses not receiving a grade will not be displayed.

Dropped courses will have INACT in front of course name.

If no average is shown, teacher has not entered any grades.

Click Progress Report link to see all assignments and grades.

Blank grade square indicates no grade entered, seen as excused unless the comment shows *Incomplete*. Incomplete grades are calculated as zero. Comments of *excluded* and *bonus* factor into the grade calculation.

ASSIGNMENT DATA:

Clicking on Assignment Details link in blue displays all incomplete non-homework assignments, including assignments with a grade of zero.

HOMEWORK DATA:

Clicking on Homework Details link in blue displays all non graded homework assignments. All teachers may not use this feature. If the box is empty, the teacher has not entered any homework assignments in the homework category of his/her grade book.

NOTES DATA:

Clicking on the Notes Details link in blue displays teacher notes on a child.