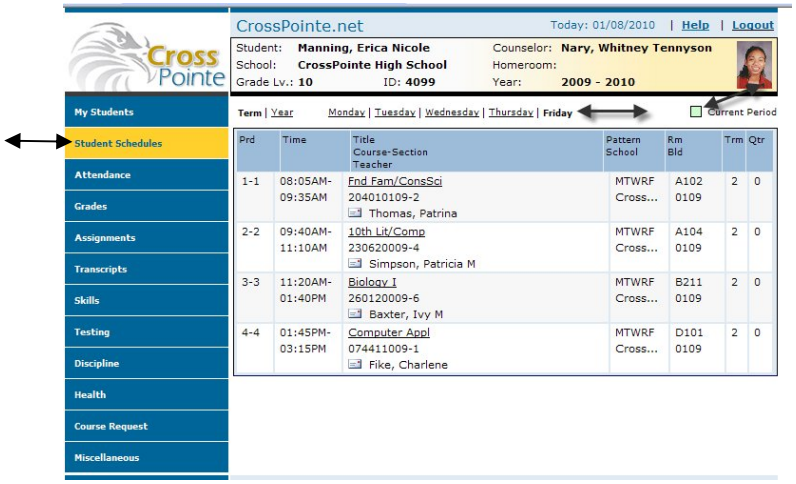
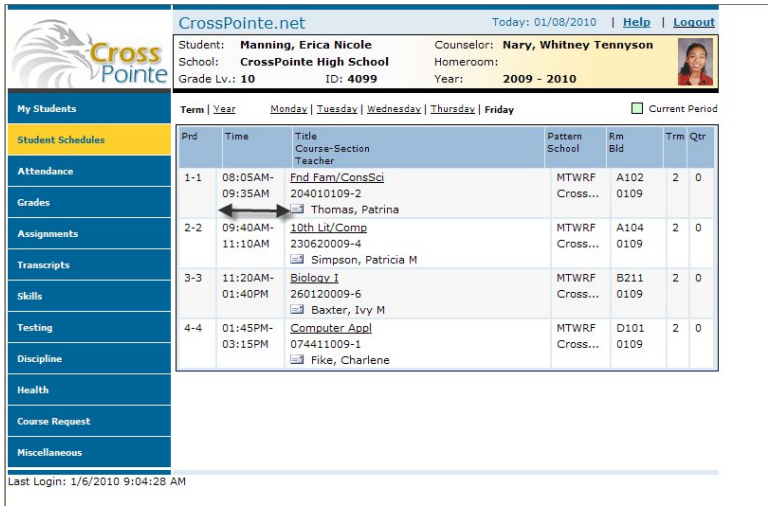
Navigation of the web site –

Class Schedule:
Current Day is bolded. Notice Friday in the example below.
Current Period will be highlighted in “Green”



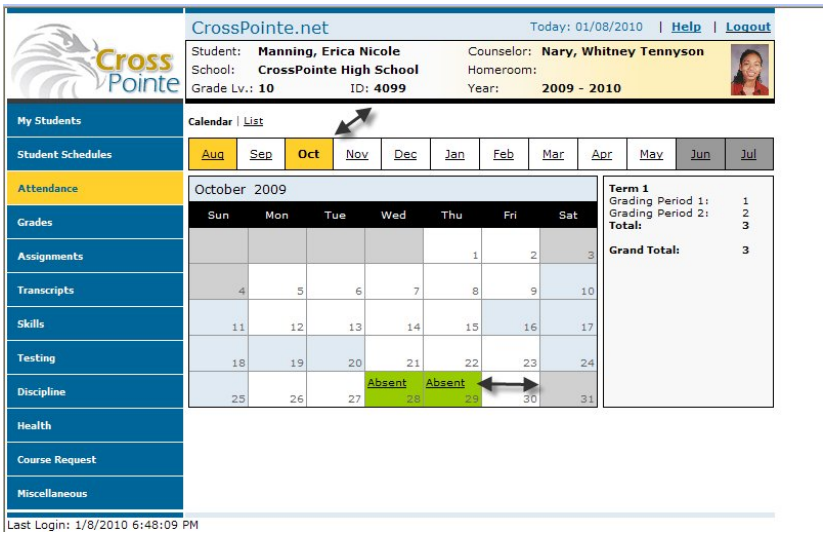
Email:
Students have the ability to email Teachers, by clicking on their Teacher’s name



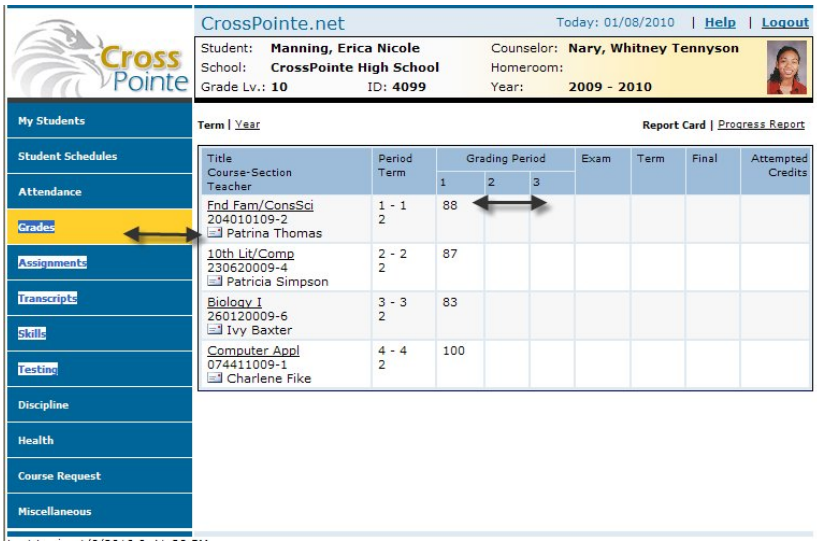
Attendance:

Any month a student was absent will be highlighted
Example – August and October.

Hover over the color coded date and you will see what periods of the day the student was absent.
Also available is total absents per Semester.



Grades:
Posted grades are available for viewing:



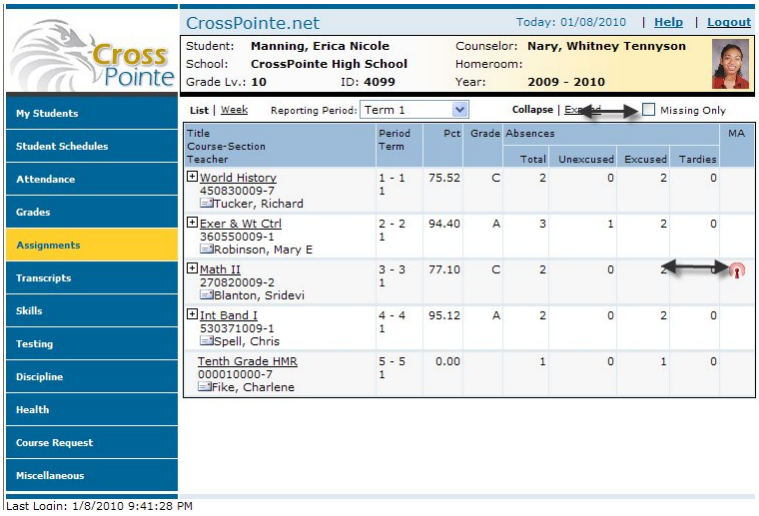
Assignments:

Student Assignments are available on the Portal.

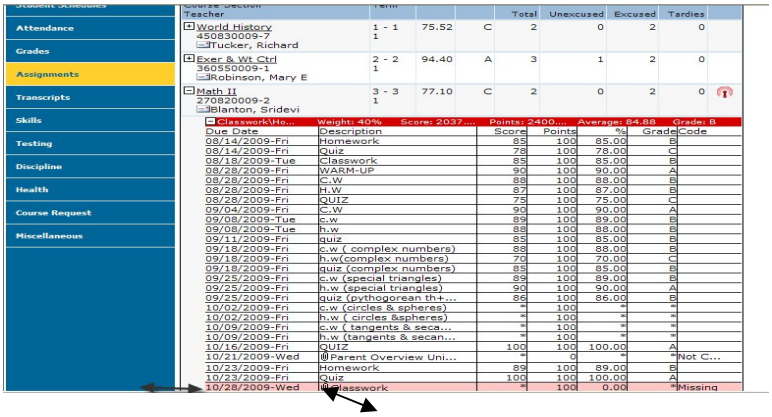
Pink I = Missing Assignment

If “Missing Only” is checked, then only “Missing Assignments” are viewed.

Teachers can be emailed from this screen

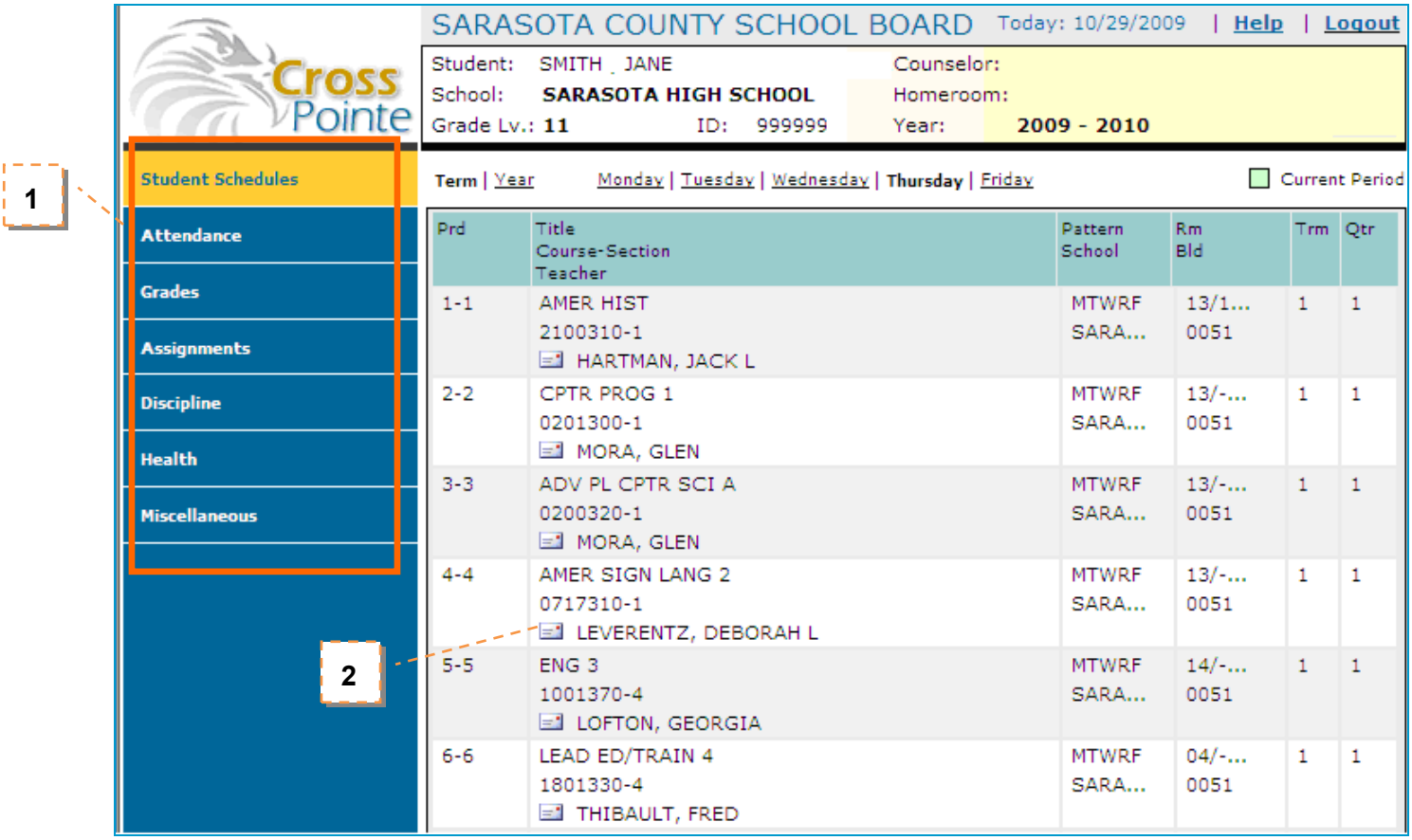


By clicking on the “Paper Clip” students can print their missing assignments



Sarasota District Schools
CrossPointe ParentPortal Quick Start Guide

Navigating & Using ParentPortal	
1	ParentPortal can be navigated using the menu on the left side of the web page.
	Student Schedules – Defaults to show a child's school schedule. • **Periods:** Class Period • **Pattern:** Days of the week the class meets • **Tm:** What semester the class is in • **Room:** Room Number • **Course:** Course Number • **Title:** Course Title • **School:** School the student is enrolled in • **Teacher:** Teacher teaching that course
	Attendance – View a child's daily and historical attendance.
	Grades –Access child's current grades.
	Assignments – List all the courses your student is enrolled in with the numeric average, letter grade, total absences, unexcused absences, excused absences and tardies. The assignment "Info-Details" will list several Categories: • Homework • Class Work • Projects • Quizzes • Labs • Semester Exam
	Discipline – Student's school discipline record.
	Health – Displays child's documented medical needs.
	Miscellaneous – Change parent portal passwords, set automatic academic email alerts (attendance, grades, discipline…etc), and add/remove which children are displayed in the parent portal.
2	**Emailing Teachers** – At various points in the program you may see an email icon next to that teacher's name ( ). By clicking on this icon/picture you can compose and send an email to that teacher automatically.



Parent Portal Support:
• If you have forgotten your password/username and the online password reset feature does not work, call contact the School Office.
• The School Office is not able to address service provider issues or computer hardware/software problems.
• Attendance questions should be directed to the School Office.
• Any questions about grades should be directed to the teacher.