



Target Audience(s): Administrators, Counselors, Parents, Support Staff, Technical Staff

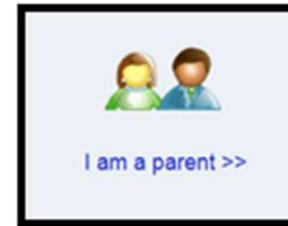
ParentVUE Navigation Guide

In this tip sheet, users will learn how to navigate through the ParentVUE program.

STEP ONE: ACCESSING PARENT VUE

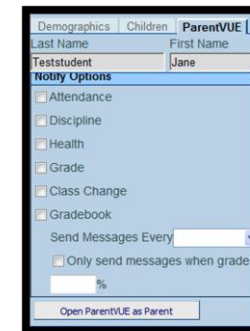
If you are a parent...

- Enter your school's **ParentVUE URL** or open the **ParentVUE app**.
- Select **I am a Parent**. Type in your **UserName** and **Password** and click on the **Login** button.



If you are a school staff member...

- Open the **Parent** program via SIS > Parent > Parent.
- Select the **ParentVUE tab** and click on the **Open ParentVUE as a Parent** button.



STEP TWO: NAVIGATING THE HOMEPAGE

The screenshot shows the ParentVUE homepage for a user named Jane Teststudent on 11/8/2012. At the top, there are tabs for 'Select Child' and 'Dave | Don | Sally | Sammy'. A navigation menu on the left lists options: Calendar, Attendance, Class Schedule, Course History, Grade Book, Health, Report Card, School Information, and Student Info. The main content area shows recent events for four students: Dave, Don, Sally, and Sammy. Dave and Don have no recent events. Sally and Sammy have a 'Teacher Test' event on 10/12/2012. A 'District Announcements' section on the right shows 'None'. At the bottom, there are links for 'Close', 'Contact', and 'Privacy'.

Callout 1 (Red box): You can select which student's information you wish to view here. (Points to the 'Dave | Don | Sally | Sammy' tabs)

Callout 2 (Yellow box): You can select which pieces of information you wish to look at here. (Points to the left navigation menu)

Callout 3 (Green box): You can view recent notes and events for individual students here. (Points to the student event listings)

Callout 4 (Dark Blue box): You can close ParentVUE here. (Points to the 'Close' button at the bottom)

STEP THREE: NAVIGATING THE MY ACCOUNT PAGE

The screenshot shows the 'Account Detail and Options' page. It includes a 'Personal Information' section with fields for Name, User ID, Home Address, Mail Address, and Phone Numbers. Below this is an 'Auto Notify' section with checkboxes for Attendance, Grades, and Grade Book, along with a 'Send Messages Every' dropdown and a percentage field. At the bottom, there are five email address input fields and 'Update Account' and 'Cancel' buttons.

Callout 1 (Red box): You can view account information here. (Points to the 'Personal Information' table)

Callout 2 (Yellow box): You can sign up for notifications here. (Points to the 'Auto Notify' checkboxes)

Callout 3 (Green box): You can update your account by clicking on **Update Account**. (Points to the 'Update Account' button)

STEP FOUR: THE NAVIGATION MENU

*Keep in mind that your district's ParentVUE program may or may not have all of these links available, depending on district settings.

<p>Calendar</p>	<p>The Calendar page allows you to see daily class information such as homework, tests, quizzes, and projects. You can filter what information you see by selecting the drop-down arrows on the top of the screen.</p>																												
<p>Attendance</p>	<p>The Attendance page gives you daily attendance information including absences and tardies.</p>	<table border="1"> <thead> <tr> <th>Date</th> <th>Attendance Reason</th> <th>Note</th> </tr> </thead> <tbody> <tr><td>09/24/2012</td><td></td><td></td></tr> <tr><td>09/25/2012</td><td>Excused</td><td></td></tr> <tr><td>09/26/2012</td><td>Excused</td><td></td></tr> <tr><td>09/27/2012</td><td>Excused</td><td></td></tr> <tr><td>09/28/2012</td><td>Absent</td><td></td></tr> <tr><td>10/02/2012</td><td>Absent</td><td></td></tr> <tr><td>10/05/2012</td><td>Absent</td><td></td></tr> <tr><td>10/23/2012</td><td>Absent</td><td></td></tr> </tbody> </table>	Date	Attendance Reason	Note	09/24/2012			09/25/2012	Excused		09/26/2012	Excused		09/27/2012	Excused		09/28/2012	Absent		10/02/2012	Absent		10/05/2012	Absent		10/23/2012	Absent	
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<p>Class Schedule</p>	<p>The Class Schedule page gives you information on the student's schedule and class teacher(s).</p>	<table border="1"> <thead> <tr> <th>Period</th> <th>Course Title</th> <th>Room Name</th> <th>Teacher</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Elementary Music</td> <td></td> <td>Music Teacher</td> </tr> <tr> <td>2</td> <td>Home Room</td> <td></td> <td>Teacher Test</td> </tr> </tbody> </table>	Period	Course Title	Room Name	Teacher	1	Elementary Music		Music Teacher	2	Home Room		Teacher Test															
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Course History

The **Course History** page gives you enrollment/transcript information on the student.

Student GPA			
Name	GPA	Class Rank	Percentile Rank
Cummulative GPA	1.993	830 out of 1031	19
Unweighted GPA	2.000	626 out of 1030	39

Student Course History			
Course Title (ID)	Mark	Credit Attempted	Credit Completed
Unknown Year 2002 Grade:08 Term:Unknown			
Algebra I (MA27)	B	0.50	0.50
Unknown Year 2003 Grade:08 Term:Unknown			
Algebra I (MA27)	C	0.50	0.50
Unknown Year 2003 Grade:09 Term:Unknown			
Concert Band (MU20)	C	0.50	0.50
English 9 (EN09)	D-	0.50	0.50
Geometry (MA30)	C	0.50	0.50
Science 9 (SC09)	B	0.50	0.50
Sports Pe (PE28)	A	0.50	0.50
World Hist/g (SS21)	B	0.50	0.50
Unknown Year 2004 Grade:09 Term:Unknown			
Concert Band (MU20)	C	0.50	0.50
English 9 (EN09)	C	0.50	0.50
Geometry (MA30)	C	0.50	0.50
Science 9 (SC09)	B	0.50	0.50
Sports Pe (PE28)	C	0.50	0.50

Grade Book

Grade Book allows you to see individual assignments and grading information based on what is in the teacher's grade book. You can find out specific assignment information by clicking on the subject area and/or assignments.

Grade Book Summary for MP1 (ending on 10/24/2012)					
Teacher	Subject Area	Missing Assignments	Class Resources	Points	Marks
Music Teacher					
	Music	1		35 / 65	2
Teacher Test					
	History	0		2.5 / 3	3
	Math	1		89.6 / 95	3
	Reading	0		17 / 22	2
	Science	1		22 / 30	2

:: MP1 ::

Grade Book Summary for MP1 (ending on 10/24/2012)								
Assignment Details for Teacher Test								
Date	Assignment	Assignment Type	Resources	Subject	Score	Score Type	Points	Notes
09/13/2012	Introduction to Forests	Project	0	Science	22 out of 30.00	Raw Score	22.00/30.00	Missing

Health

The **Health** page gives you student health, immunization, and nurse visit information.

Health Condition Summary			
Start Date	End Date	Condition Code	Comment
		Asthma	Inhaler with student. Back-up inhaler in office.
		HAY FEVER	Student has seasonal allergies.

Report Card

The **Report Card** page gives you grading period information.

Student Grades for 2012-2013				
Report Card Area	MP1	MP2	MP3	MP4
Reading				
Reading Teacher (leave blank if Homeroom teacher)				
Reads at grade level		3		
Reads with fluency and expression		2		
Understands what is read		4		
Participates in independent reading time (IDR)		3		
Writing				
Writing Teacher (leave blank if Homeroom teacher)				
Content/Ideas (expresses ideas clearly in writing, uses appropriate details)		4		
Organization (uses logical sequence and/or beginning, middle, end)		4		
Word Choice (strong verbs, interesting language, and/or dialogue)		4		
Conventions/Grammar (demonstrates use of capitalization, punctuation, and sentence structure)		1		

School Information

The **School Information** page gives you basic school information and contact list.

School Calendar and Information		
Principal	School Name	Address
Phone	Fax	Website URL

Student Info

The **Student Info** page gives you student information.

Student Information				
Student Information				
Student Name	Perm ID	Gender	Grade	Home Address
Sammy Teststudent	999926	Male	02	1234 Sample St. Flint, MI 48507
Last Name Goes By	Nick Name	Birth Date	Email	
		09/01/2003		
Phone	Primary Language (MSDS)	Track	School Name	
IN CASE OF EMERGENCY: Names of persons who can assume temporary responsibility				
No emergency information provided				
Physician and Dentist Information				
Physician Name	Phone	Extension	Hospital	
Dentist Name	Dentist Phone	Extension	Dental Office	