



2022

## **Parent Gateway Guide**

## Navigating the SIS Gateway

## **Viewing Progress Reports and Report Cards**

• To locate your student's progress report or report card click on the reports tab



### **School Information Menu**

• From the School Information menu you can view the school information.



### **My Profile**

• From the My Profile menu option you can see the attached students and general information.



### Preferences

• From the Preferences menu, display options and notifications can be viewed.



Note: Users can edit Language, change the color of your portal page, choose to have single or multi-column layouts, use the sidebar or a top bar options, show or hide menu words/icons, or change the date format.

## Calendar

• Once	e in the cal	endar me	enu					
A Portal					Diaplay			
School Information	🍳 Febru	iary, 2022	Elemen	itary Grading, FTE, V	Dispidy.		+ Month Week	🕫 Setup
My Profile	Search T							
Preferences	0040 5-1 0-1							
🛗 Calendar	(12/10 - End - 2nd Trimester (Elementary)	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
🙎 Schmitt, Gavin J 🛛 🗸	02/21 - Duty/PDD - No							
Child Info Class Schedule	School for Studients	Jan. 30	Jan. 31	1	2	3	4	5
Grades Grad Regs Absences Referrals	02/22 - Start - 3rd Trimester (Elementary)							
		6	7	8	9	10	11	12
	02/28 - Elementary - Trl 2 Report Cards		Secondary Progress Report - QTR	Survey 3 - FTE Week	Survey 3 - FTE Week	Survey 3 - FTE Week	Survey 3 - FTE Week	
	03/11 - End - 3rd Nine Weeks		Survey 3 - FTE Week					
	03/14 - Spring Break - No School	13	14	15	16	17	18 End., 2nd Trimester (Elementary)	19
	03/15 - Soring Preak - No							

• Select the month and year from the Calendar menu in the upper left-hand corner with the blue arrows.



• Options to include different events can be customized by selecting the options under Display.



• Click the activity/assignment links on a specific calendar day to view more information.

Sunday	Monday	Tuesday	Wednesday
1	2	3	4
Assignment Due: Reading Plus 3/01	Assignment Due: Informative Essay	Assignment Due: CHAPTER 14 TEST	Assignment Due: Foreign Affairs Flipgrid
	Assignment Due: REVIEW: ESCAPE ROOM/TARSIA	Assignment Due: Soccer Fundamentals	Assignment Due: Foreign Affairs LINCS Table
			Assignment Due: Folktale The People Could Fly
			1 moro

• This may include any information added to the Gradebook by the teacher, or any event information made available by the Administrator for scheduled events.

## **Parent Gateway Guide**

<b>X</b> -	
	Title: Virtual School Rules Discussion
	Assigned Date: March 31, 2020
	Due Date: March 31, 2020
	Points: 10
•	Section (course): 06 06 - 061 - Sheri Crowley
•	School: Polo Park Middle - 2611 - M
	Notes:

## My Child Menu

**Child Info** 

• Once logged into the Parent Portal, ensure the child's menu you want to view is open along the side of the screen.

Child Info	Class Schedule
Grades	Grad Reqs
Absences	Referrals

- Under the student name, click Child Info.
- Your child's information will be displayed. At the top-left corner of the screen, you will see your child's name, photo (if available), student ID, and grade level.



• Click your child's name to view his/her general information at the top of the screen. To hide the general information, click your child's name again.

General Information	on		
n • First Name	b Middle Name	Sc :	Suffix
1		,	
Student ID	• Gender ?	*Birthdate ?	Local Student ID
Nickname	2		

• Along the left side of the screen, additional categories are listed. Click a category to view the information.

Filter fields	τ
504 Info	
Addresses & Contacts	•

#### **Addresses and Contacts**

• To view address and contact information, click the Addresses & Contacts tab on the left side of the Child Info screen.



• Address and contact information is displayed. Each address is displayed as a block, listing the physical and mailing address. Contacts at that address are listed in the block. Hover the mouse over a contact to quickly view the contact's information.

Address	9
123 Focus Pkwy	
suite 1	
ULUJ ZOPPJ, JU 11221	
554-6554566	
Contacts at this Address	
Paihwkk, Lhwaix	*
Paihwkk I wiih	*

• Any contacts not associated with an address are located in a separate Contact block. The block lists their details and relationship to the student.

💄 Contact	
Gfarsy, Jgafst (No Address)	
Contact Details:	
Cell Phone	(224) 585-9989

• Testing information can be found in the table on the left at the bottom there will be 3 "TEST" Tabs



• Click on each of the tabs to review each test. You will be able to view the date of administration, scores, school year, grade level, administration information, etc. for each test.

F011							
FSA Language Arts							
Export: 🖏 🚔 Filters: OFF							
Test Name 🛔	Subject 🛔	Test Date 🛔	Grade Lvl 🛔	Test Lvl 🛔	Scale Score 🛓	T Score 🛔	Level 🛔

#### **Class Schedule**

TEST - State Assessment

- Under the student name, and click on Class Schedule
- Your child's schedule will appear, showing the course, teacher, room, days, etc.
- By using the marking period tabs at the top of the screen, you can view the schedule by a specific marking period.

Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Credits
AICE ENV MGMNT	01 01	2001381A	1	MTWHE	06205	Full Year	1.00
ALG 2 HON	02 02	1200340	1	MTWHF	07211	Full Year	1.00
BIO 1 HON	03 03	2000320	1	MTWHE	06116	Full Year	1.00
AICE ENG GEN PAPER 1	04 04	1009400A	4	MTWHE	P-6	Full Year	1.00
INSTRU ENS 1	05 05	1302460	ŧ	MTWHE	02121	Full Year	1.00
DRAFT 1	06 06	8725010	6	MTWHE	04210	Full Year	1.00
INTROD ENGR DESIGN	07 07	8600550A	1	MTWHE	04106	Full Year	1.00

## **Assignments and Grades**

## Parent Gateway Guide

- Under the student name, click on Grades.
- The Assignments and Grades screen shows grades for each specific course and is maintained in real-time with the teacher's Gradebook for that course. Select the course from the Assignments & Grades here or in Featured Reports. Click on a grade for the specific class to view the details.

	Consulation CDA	3.0833	0	lass Dank	262/766	<b>Ovality</b> Delete	19.60													Read Ter	t Date					th Text D	nee 05	(2024
	Cumulaure or A	3.0033		ass rank	2031100	County Points	10.07													Neau re	A 1 455					nut resur-	499 V.	VEVEN
Cumul	ative Weighted GPA	3.5625		As of	05/26/2022	Cohort Year	2021-2022											Ge	ometry	EOC Pas	s Date	(1) 05/	12/2021	Bic	plogy EC	C Pass D	ate	
	Current Year GPA	3.0000	Total Credi	ts Earned	6.00														Civics	EOC Pas	s Date				0	redit Wah	ver	
Current	Year Weighted GPA	3.5625	Total Credits J	Utempted	6.00													N	let Com	munity S	iervice Hours	N		US His	story EC	C Pass D	ate	
																		,	Algebra I	Grad M	astery Date	(Y) 05/	12/2021	Me	t Online	Course R	leq N	ot Met
Show A	All Years Show All	Next >	Show Exam	s OSho	w Inactive Co	urses CGroup	By Course	Update	🔒 Print Assign	ment Gra	des																	
Show A	VI Years Show All Page 1 / 4 School \$	Next >	Show Exam 81 Records Pd \$	s Sho	w Inactive Co	urses Group Teter: OFF	By Course	Update	Print Assign Teacher \$	ment Gra	des Ex \$	Unx \$	Tardy \$	Q1 \$	Q2 \$	S1Exam \$	S1 \$	TR2 \$	STR2 \$	TR3 \$	TR1 \$	STR3 \$	STR1 \$	Q3 \$	Q4 \$	52 \$	FY \$	Credits \$
Show A	VI Years Show All Page 1 / 4 School \$	Next >	Show Exam 01 Records Pd \$	s OSho Export Rot \$	Course # ¢	urses Group Tetes OFF T Course \$	By Course	Update	Print Assign Teacher  A	Flags ‡ H	des Ex ‡ 6	Unx \$	Tardy ‡ 0	Q1 ‡	Q2 ‡ C	S1Exam \$	S1 ¢ C	TR2 \$	STR2 \$	TR3 \$	TR1 \$	STR3 \$	STR1 \$	Q3 \$ 76% C	Q4 \$	52 ¢	FY \$	Credits \$
C Show A	All Years Show All Page 1 / 4 School \$ Py Py	Net >	Show Exam 81 Records Pd \$ L 01 L 02	s Sho	w Inactive Co S = ( Course # ( 2001381A 1200340	urses Group Tetes OFF T Course \$ AX AL	By Course	Update	Print Assign Teacher \$ A C	Flags ‡ H H	des Ex‡ 6 12	Unx \$	Tardy ‡ 0 0	Q1 ‡ C	Q2 \$ C	S1Exam \$ B C	S1 \$ C B	TR2 \$	STR2 \$	TR3 \$	TR1 \$	STR3 \$	STR1 \$	Q3 \$ 76% C 76% C	Q4 \$	52 ¢	FY \$	Credits \$ 0.5 0.5
Show A	NI Years Show All Page 1 / 4 School \$ Py Py Py	Next)	Show Exam     01 Records     Pd \$     L     01     L     02     L     03	s Sho	winactive Co S = ( Course # ( 2001381A 1200340 2000320	urses Group Course \$ AX AL BX	By Course	Update	Print Assign	Flags \$ H H H	des Ex ‡ 6 12 7	Unx \$ 14 28 16	Tardy \$ 0 0	Q1 \$ C	Q2 \$ C C	S1Exam \$ B C A	51 ‡ C 8	TR2 \$	STR2 ‡	TR3 \$	TR1 \$	STR3 \$	STR1 \$	Q3 ‡ 76% C 76% C 87% 8	Q4 \$	52 ¢	FY \$	Credits \$ 0.5 0.5 0

• The top displays the students overall percentage.

	Classwork	Tests	Weekly Participation	Weighted Grade
Percent of Grade	50%	20%	30%	
Your Child's Score	93% A	105% A	100% A	97% A
Current grade in clas	is: 97% A			

• The course table lists all assignments, projects, quizzes, and tests, along with their applicable deadlines and grades.

2 Assignments 📑						
Assignment	Points	Grade	Comments	Assigned	Due	Category
Mbox Notes and Activities	20 / 20	100% A		Feb 13, 2018 12:00 AM	Feb 13, 2018 12:00 AM	Classwork
Weekly Participation	20 / 20	100% A		Feb 13, 2018 12:00 AM	Feb 13, 2018 12:00 AM	Weekly Participation

#### **Grad Req**

- Under the student name, select the Grad Req option.
- In the upper left corner of the screen, review information on student ranking, such as cumulative/weighted GPA, credits, and class rank.

Cumulative GPA: 3.0000	Quality points: 3.00
Current Year: 3.2500	Quarty points. 5.00
<b>O I I I I I I I I I I</b>	Cohort year:
Current Year Weighted: 3.6563	Met Online Course Reg: Not Met
Class rank: 76 / 457	
Total credits: 9	Credit waiver: -

• In the upper right corner of the screen, review End of Course (EOC) and assessment information.

Passed Reading Assessment: Passed US History EOC: Met Online Course Req: Not Met Passed Algebra I EOC: 06/16/2016 Passed Geometry EOC: Passed Biology I EOC: Passed Civics EOC:

Use the tabs above the listed grades to see grades for the progress period.

Search screen		Full-year Grades	Semester Grades	Quarter Grades	Course History

#### Absences

• Under the student name, select the Absences.

• The top of the Absences screen will show a list of attendance codes along with their definitions. Red codes denote absences, while green codes represent present codes including tardies or School Related Activities.

Abs	sent: 0 periods (during 0 da	iys)	Oth	er Marks: 0 periods (d	uring 0 days)
A	Absent Unverified	0 periods	1	In-School Suspension	0 periods
E	Excused Absence	0 periods	т	Tardy	0 periods
0	Out-of School Suspension	0 periods	×	Excused Tardy	0 periods
U	Unexcused Absence	0 periods	G	Guidance	0 periods
N	No Show	0 periods	S	School Related	0 periods
R	Religious Activity	0 periods	M	Early Release	0 periods
			ĸ	Staggered Start	0 periods
			н	Hospital/Homebound	0 periods

• Review the attendance table to see absences totals and by date or period (as applicable).

Total Full Days Attended: 120 (93) Total Full Days Absent: 8 (6.25%) Enrollment Dates: Aug 14, 2017 -	.75%) ) 								
27 Days 🔤						Search	1		
Date	Daily	01	02	03	04	05	06	07	08
Mar 6, 2018	Present					S		S	
Mar 2, 2018	Present	Α		Α		A			
Feb 2, 2018	Absent Unverified		А		А		Α		А
Feb 1, 2018	Absent Unverified	Α		Α		Α		Α	

#### Referrals

- Under the student name, select the Referrals.
- The referrals screen with all student referrals will be displayed.

Student 🛊	Student ID 🛊	Grade 🛊	Reporter 🛔	Entry Date 🛔	Processed 🛊	Event Time 🛊	Location 🛊	Refer Date 🛔	Highest Incident Code 🛊	Additional Incident Codes 🛓
				10/20/2017	Yes	09:45 am	CLASSROOM	2017-10-20	Disobedience/Insubordination	,Disobedience/Insubordination,Disruptive (unruly) behav
			10/18/2017	Yes	11:30 am	CLASSROOM	2017-10-19	Profanity/Obscene Language	,Disobedience/Insubordination,Profanity/Obscene Lange	
				11/17/2017	Yes	01:40 pm	CLASSROOM	2017-11-17	Disruptive (unruly) behavior	,Disruptive (unruly) behavior,

• Click on the student name to see the referral details in a page listing.

Referral									
Reporter Incident Date *Oct 20, 2017 Reviewed by an AdministratorYes									
Referral									
Event Time	09:45 am								
Location	CLASSROOM								
Refer Date	Oct 20, 2017								
Highest Incident Code	Disobedience/Insubordination								
Additional Incident Codes	Disobedience/Insubordination, Disruptive (unruly) behavior								

#### **Fees and Fines**

• Under the student name, select the Child Info and then Fees and Fines.

-		
C	hild	Info

Fees and Fines

• The Fees and Fines screen lists all fees, both paid and unpaid, on record.

# Parent Gateway Guide

#### Fees and Fines

Ехр	Export 🖳 🚔										
	School 🛓	Publish Date 🛔	Description $\clubsuit$	Category 🛔	Original Amount 🛔	Amount Paid 🛔	Amount Due 🛔				
::	Palm Beach Central High - 2631 - H	01/07/2022	id	X - Miscelleaneous	6						