



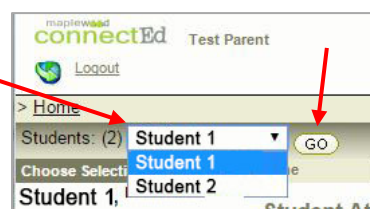
## ConnectEd Instructions for Parents (Jr. and Sr. High School)

**LOGGING INTO ConnectEd:** *The website works best if you use either **Google Chrome** or **Firefox** as your internet browser.*

1. Navigate to the appropriate *ConnectEd* link on your child's school website (located in **Featured Links**). If you have multiple children in different schools, you will have a separate link and login for each school.
2. Enter the *Username* and *Password* that was provided to you by the school (either through email or direct communication). Login information is case-sensitive and each parent of the child receives their own username and password.
3. After entering your login credentials, you will be asked to change/personalize your password and enter a password *Hint Question* and *Answer*.
4. If at some point you forget your username and password, you will have to contact the school to either retrieve your *Hint Question* and *Answer* or to have your password reset (we are hoping to automate this process in the future).

### NAVIGATING ConnectEd:

\*If you have more than one child in the same school, you should see a drop down menu at the top of the page. Click the **menu**, select the child's name and click **Go**.



### MENU ITEMS:

1. **Home:** a summary view of your child's classes, teachers, attendance and when the class markbook was last updated. You will also see a *School Events* calendar that will appear if teachers have posted any homework items. Clicking on the **Date** (*Markbook Last Updated*) will open up the reporting period summary. Be sure to set the *Date Range* to **This Year**. To view a PDF report that includes the overall class mark, click on the **Generate Report** button (ensure pop-ups are enabled on your internet browser).

Categories / Item	Mark	Date	Weight	Denominator
Assignments, Labs, Projects	99.537		35	100
Organic Chem Quiz	35	Sep 15, 2015	15	35
Organic Compounds Powerpoint	20	Sep 17, 2015	5	20
Esters Lab	20	Sep 29, 2015	5	20
Diagnostic Testing of Solutions (Indicators)		Sep 29, 2015	2.5	19
Titration Lab	17.5	Sep 28, 2015	5	18
Chem Review Qs		Oct 07, 2015	5	30
Unit Exams	82.5		65	100
Chemistry Unit Exam	33	Oct 04, 2015	10	40


\***Mark:** the grade your child received

\***Denominator:** the "out of" mark.

\***Weight:**

*Categories – the value that the category holds in relation to the total class mark (usually a percentage).*

*Items – the value that the item holds in relation to other items within a category (not a percentage).*

2. **Personal:** provides specific student **Information**, **Medical** information and **Locker** information.
3. **Attendance:** provides attendance for **Today**, attendance **History** by date, and total attendance **Summary** by class.
4. **Timetables:** provides a view of your child's daily class schedule for **This Year**.
5. \***Achievement:** provides a summary of your child's **Marks and Comments** by class (drop down menu). To view specific markbook details, click on the small **grid** icon  to open the reporting period summary. Just as in the *Home* tab, a PDF report that includes the overall class mark can be viewed by clicking the **Generate Report** button (please ensure you have enabled pop-ups on your internet browser).  
\***This menu is only accessible for Jr. and Sr. High students.**

Topic	Marks		Comments
	Semester 1 Report 1	Semester 1 Report 2	Select Term: Semester 1 Report 2
Mark (Sr)	88.463	88.463	

6. \***Transcripts:** provides a list of high school **Courses** that the student has taken for credit as well as a tentative **Summary** of completed, required and remaining credits necessary for completion of an Alberta High School Diploma or Certificate of Achievement. \***This menu is only available for schools with Secondary Licenses** (St. Peter the Apostle, St. Mary, Gerard Redmond, and St. Teresa Outreach).
7. **Accounts:** provides a summary of charges and payments made for various school-related fees as well as an indication of outstanding balance owing.