Introduction to Educate

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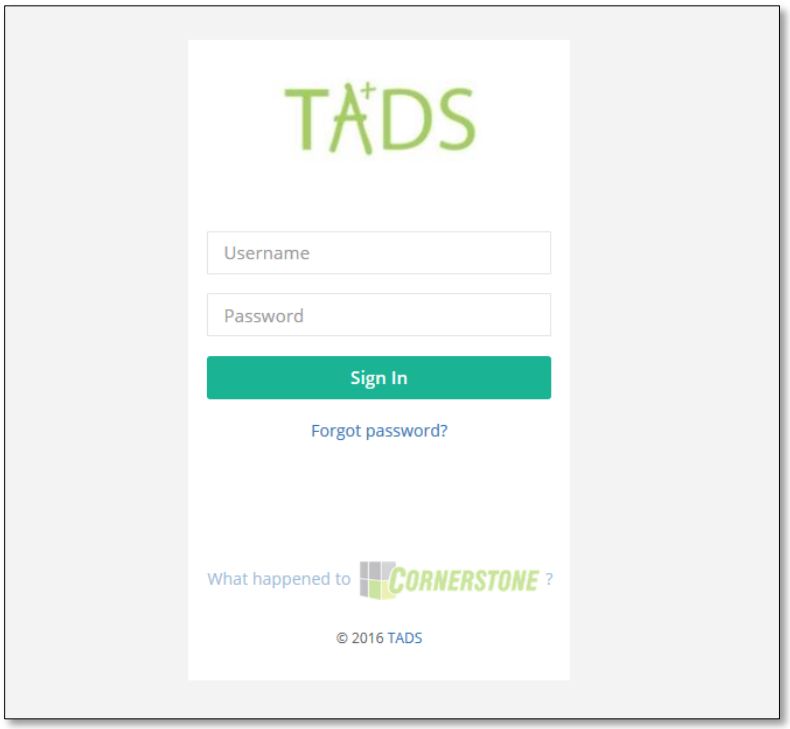
Introduction to Educate: For Parents

Educate is the program that we will be using for you to access your students' information. The system will allow you to look at assignments and grades, report cards and attendance for your student(s), as well as looking at their profiles, schedulem and course information. You must have access to the Internet to get to Educate.

Login

You will be provided a username and password by your child's school. You will use this information to log in and access your child's information. Please keep your username and password secure to prevent anyone else from accessing your child's school information.

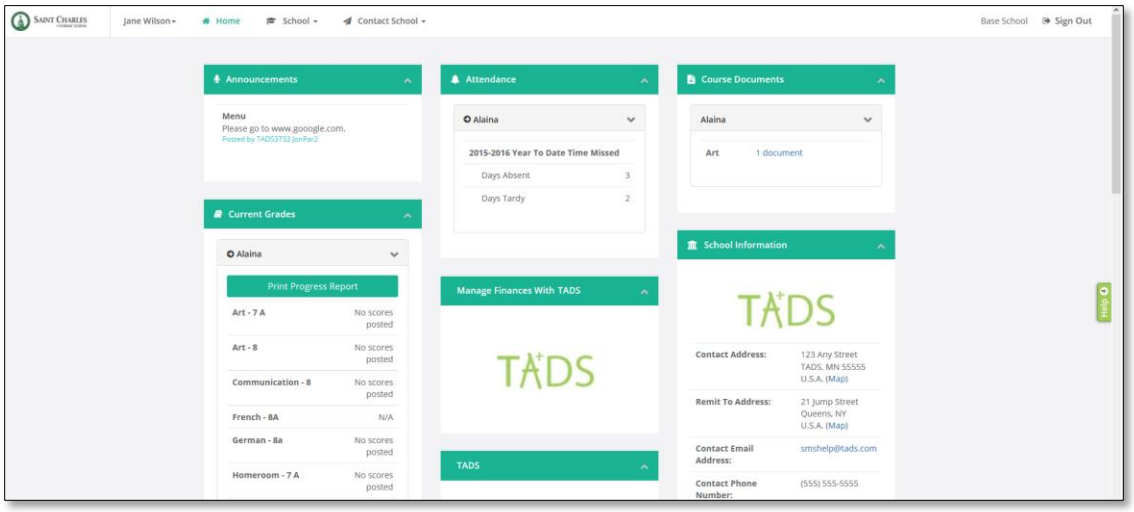
1. Open the Educate website in your Web browser (e.g., Internet Explorer, Firefox, Safari).
   HINT: This URL should be provided by your school.
2. In the *Login to Educate* section, in the *Username* text box, type your username.



3. In the *Password* text box, type your password.
   HINT: Passwords in Educate are case sensitive.
4. Click *Sign In.*
   You are logged into Educate and the *Home* page is displayed.

The Dashboard

The Dashboard view allows you to customize your home page by adding and moving a variety of sections called "widgets." Each widget will display a specific type of information, and most will provide you with a snapshot of information about your student(s). In the image below, each section with a blue header is a specific widget.

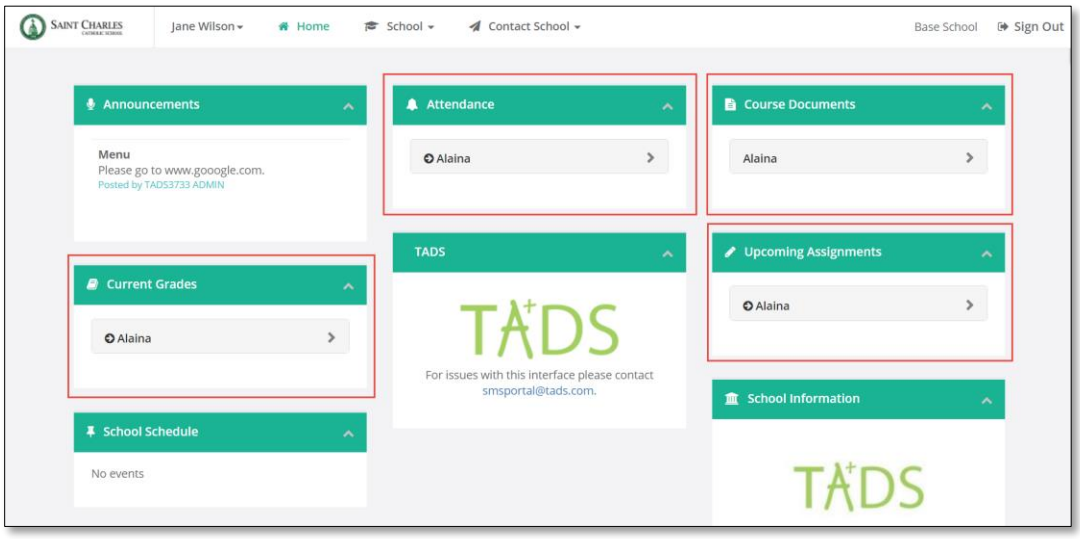


To customize your Dashboard:

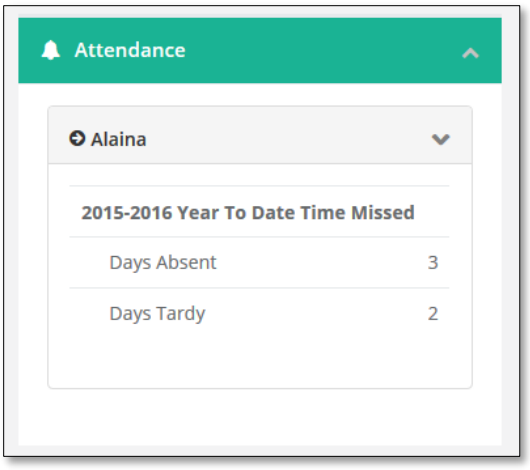
1. To move a widget, click and drag it to the new position.
   NOTE: When you release your mouse, the other widgets will move to make room for the one you just moved.

Viewing Student Information

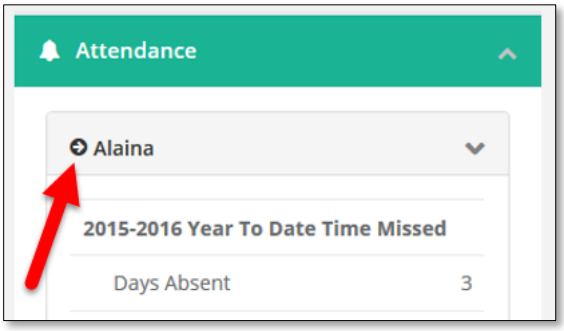
All student information is viewable from your home dashboard.



Click on your student's name to expand or collapse the information within that category.



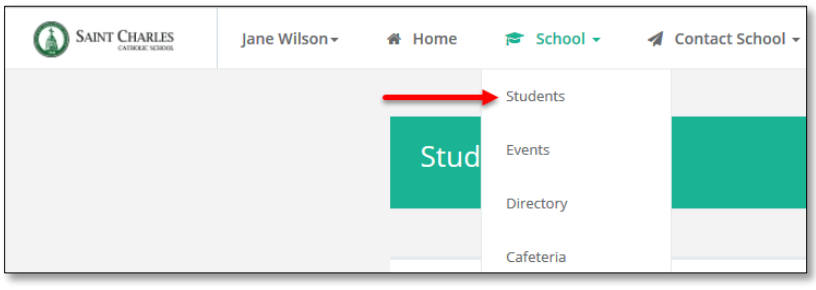
HINT: Click on the black arrow next to your student's name to launch your student's profile.



OR

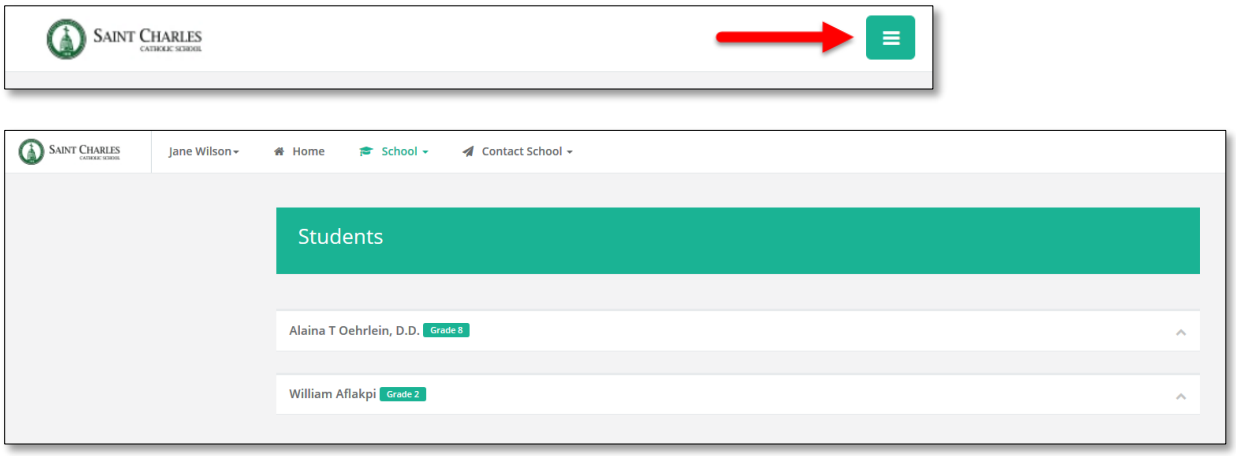
To view all student information.

1. Click on the *School* tab and select *Students* from the dropdown menu.



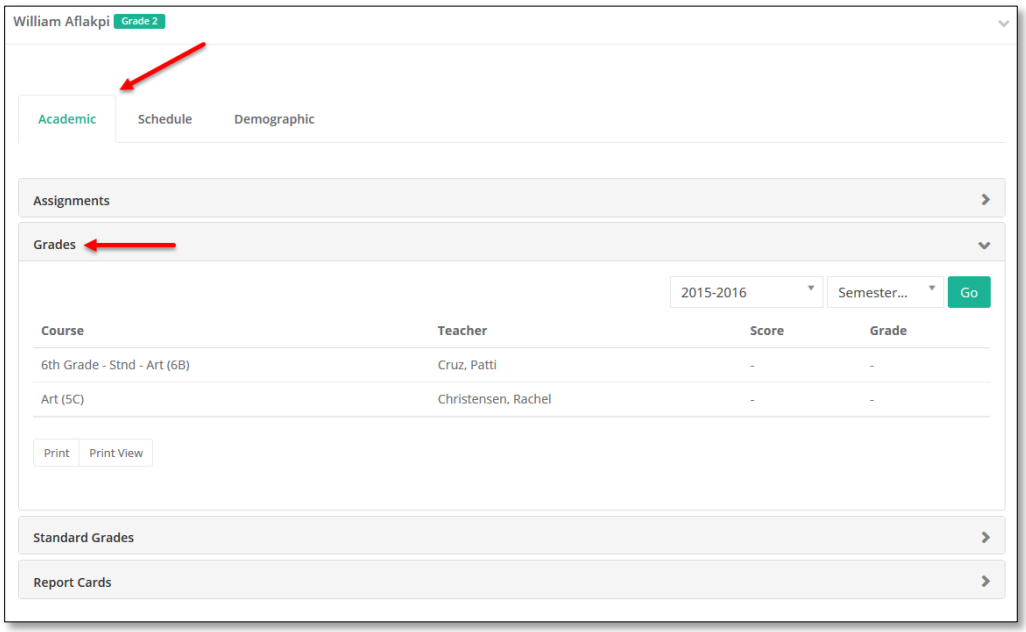
The Students page appears.

NOTE: If you do not see the menu items across the top, you may need to access the profile page through this menu on the right hand side:



2. Click on a student's name to view information for that student.

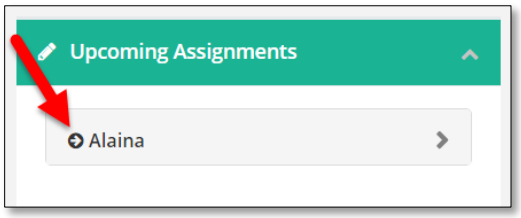
3. Switch between menu items and select categories to view more detailed information.



Viewing Assignments

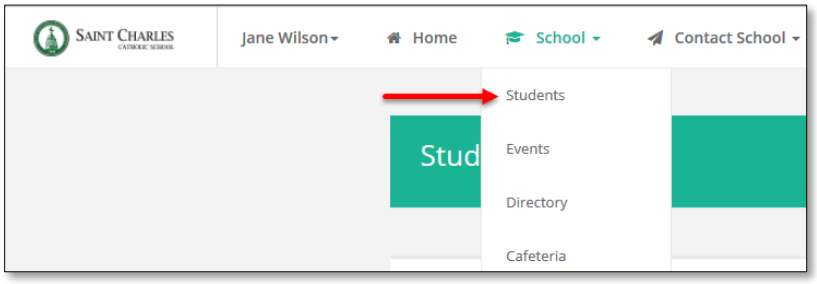
You can view a list of all assignments in the *School* tab.

1. Click on the Black Arrow next to your student's name.



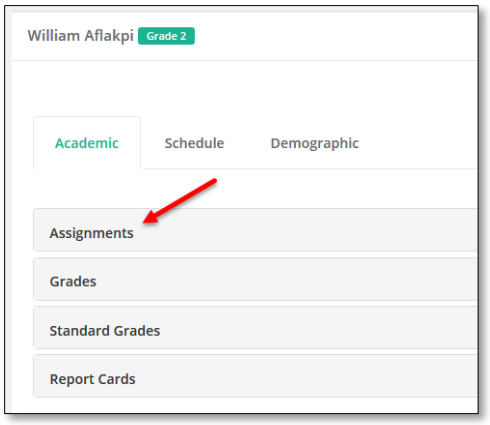
OR

a) Click the *School* tab and select *Students* from the dropdown menu.

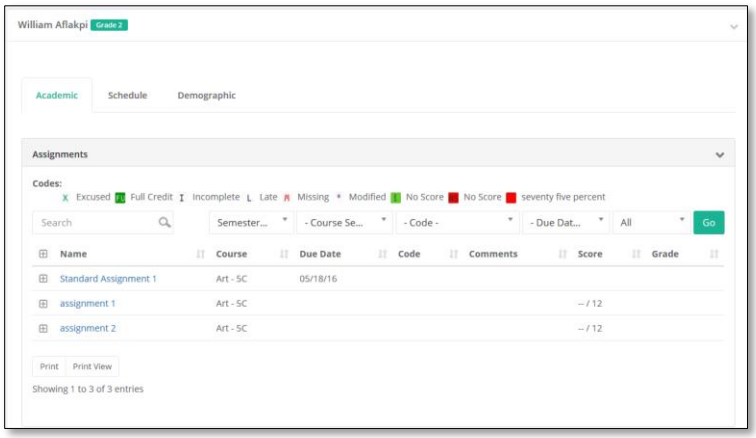


b) Click on the student's name.

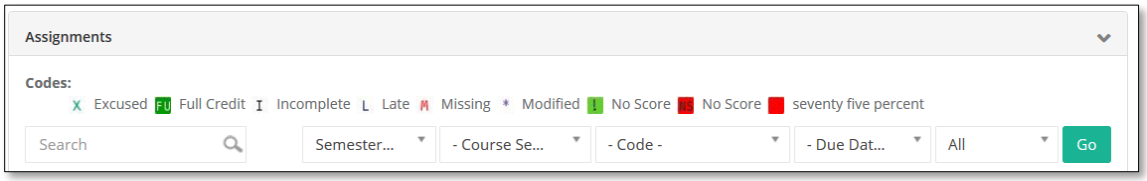
c) Under the *Academic* tab, select *Assignments*.



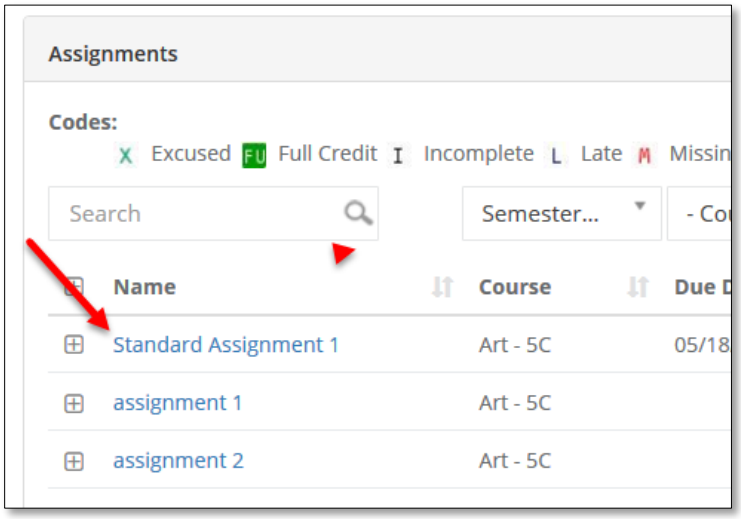
The *Assignments* page is displayed.



2. **OPTIONAL:** To view only specific assignments,
   a) Use the filter menu at the top of this section to select the type of assignments you want to view.



   b) Click *Go.*
   c) To view all assignments again, click *Clear.*
3. To view more detailed information about an assignment, click on the assignment name.



The *Assignment Details* modal appears.

HINTS:

- For assignments graded with scores, you will see the grade in the *Grade* column. Clicking this grade will bring up a window with the grading scale being used.
- For assignments graded on standards, you will see the number of standards being assessed in the *Grade* column. Clicking this number will bring up a window listing the standards being assessed and the associated grade. From here, you can click the grade for that standard to view the grading scale.

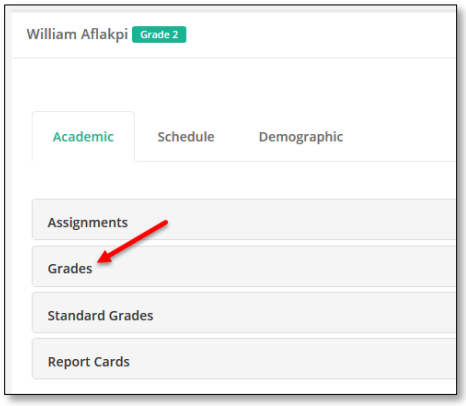
Viewing Grades

You can view your student's current grades for their classes as well as (if applicable) the standards they are being graded from and their grades for each assignment. Information for each of these items will be displayed on a different page within your student's profile section.

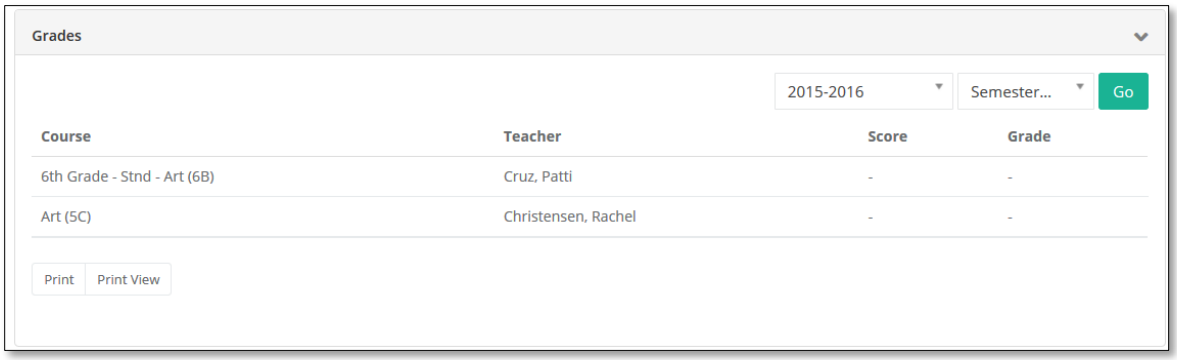
If you do not see these sections, your school may not send grade information through the Household portal. If you were able to see this information recently but do not currently, this may be because your school has updated their display options. Each school has a preference as to which grading and student information they display through the Household portal; they will generally inform you of how and when you can expect to see grades when this section is hidden.

To view currently calculated grades for your student's classes,

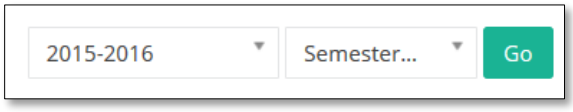
1. Open the student's profile.
   The student's information page appears.
2. Click on *Grades*.



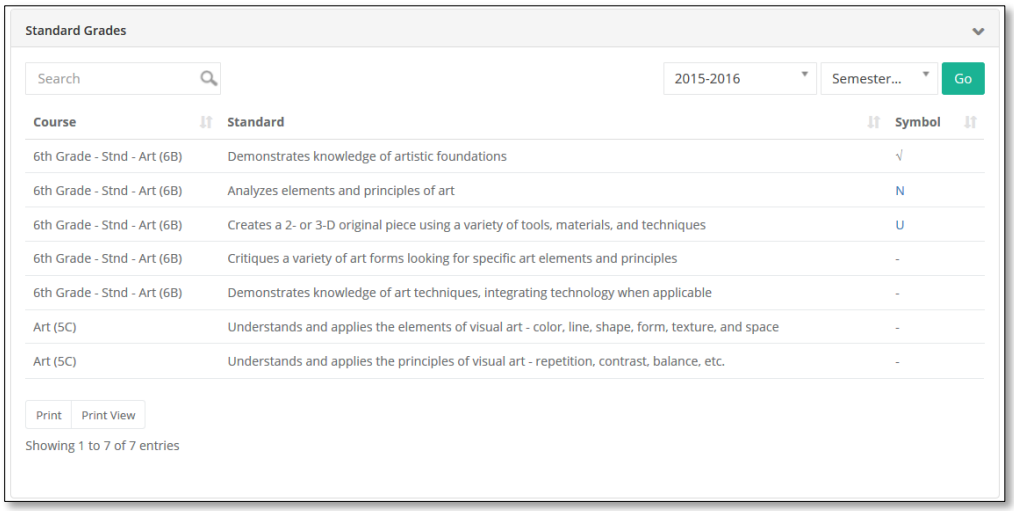
The *Grades* page is displayed.



3. To view grades for a particular year or term, use the drop down menus above the grades to select the desired information and click *Go.*



4. To view currently calculated grades for the standards your student is being assessed on,
   a. Under the *Academics* header, click *Standard Grades.*
      The *Standard Grades* page is displayed.



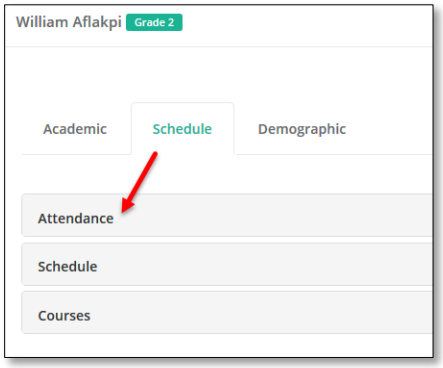
b. To view grades for a particular year or term, use the drop down menus above the grades to select the desired information and click *Go.*

5. To view the current grades for your student's assignments,
   d) Ensure that *Assignments* is selected under the *Academics* header. The *Assignments* page is displayed.
   e) Review the grade listed in the Grade Column.
   OR
   f) Click the assignment name to view more information. The *Assignment Details* page appears.

Viewing Attendance

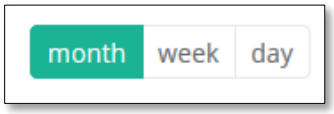
Educate allows you to see the attendance for every student within your household. This gives parents the ability to see their student's attendance record for the entire school year.

1. Open the student's profile.
2. Switch to the *Schedule* tab and select *Attendance*.



3. The student's attendance information appears.

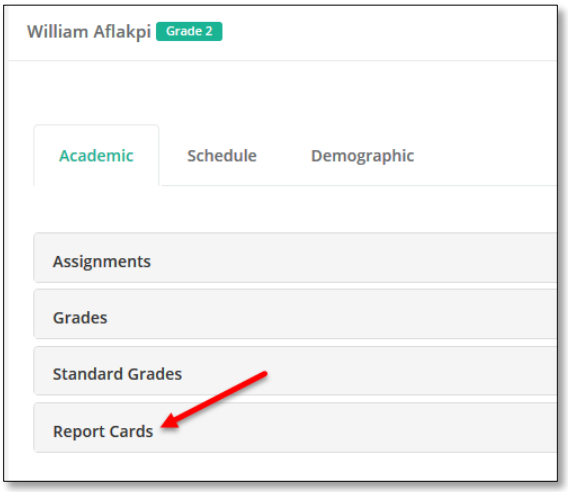
HINT: You can switch between month, or week, or day views.



Viewing Report Cards

Educate allows you to view your student's report cards once the school has completed and published them. This allows you to access the report cards at any time after they are distributed and from any computer with an Internet connection.

1. Open the student's profile.
2. Under the *Academic* tab, select *Report Cards*.

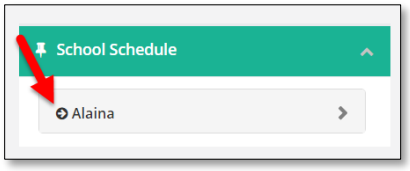


The student's Report Card information appears.

Viewing a Student's Schedule

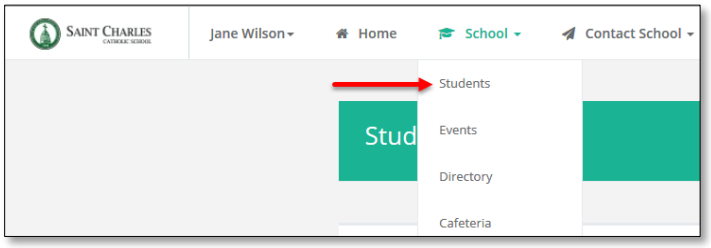
Parents can view a student's schedule by week or term on Educate. This will allow a parent to see what class his or her child is taking and when. Parents can click on a particular class to see if documents, such as assignments or grading rubrics, have been uploaded. From here parents can also see who is teaching a particular course as well as contact information.

1. Log in to Educate Household.
2. Click on the Black Arrow next to your student's name.

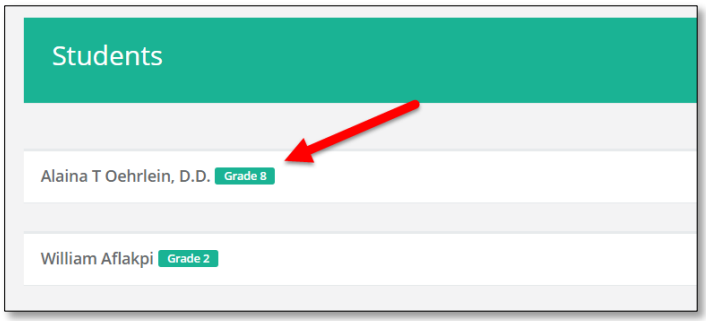


OR

a. Click the School tab and select Students from the dropdown menu.

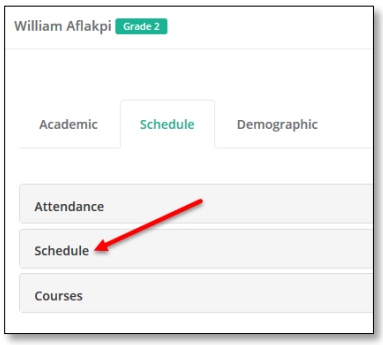


b. Click on the student's name.



The student's information appears.

c. Toggle to the Schedule tab and select Schedule.

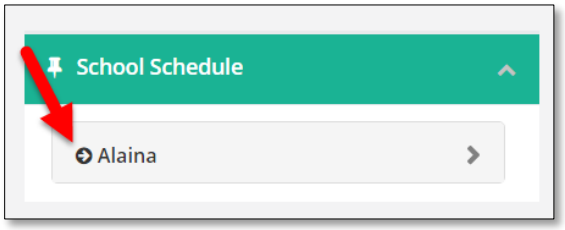


Information for that student's schedule appears.

Viewing a List of Student Courses

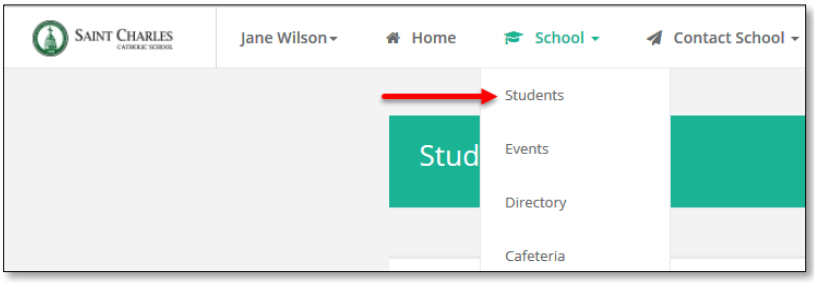
Parents can view detailed information on the courses students in their household are taking. Parents can view when the course meets, the number of credits a course is worth, and uploaded documents such as grading rubrics and assignments.

1. Log in to Educate Household.
2. Click on the Black Arrow next to your student's name.

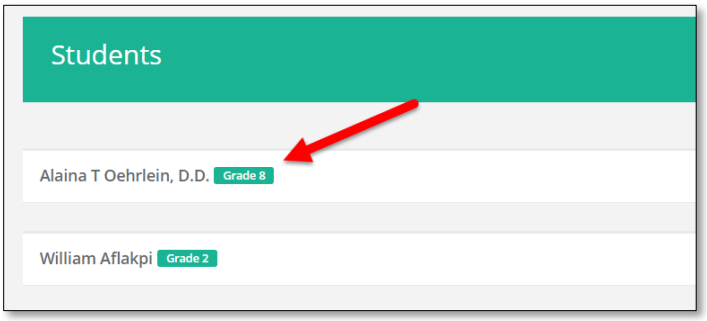


OR

a) Click the *School* tab and select *Students* from the dropdown menu.

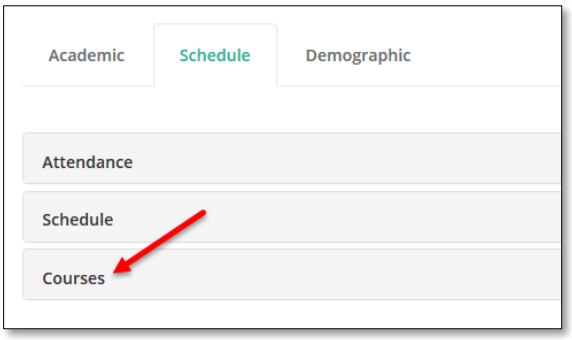


b) Click on the student's name.

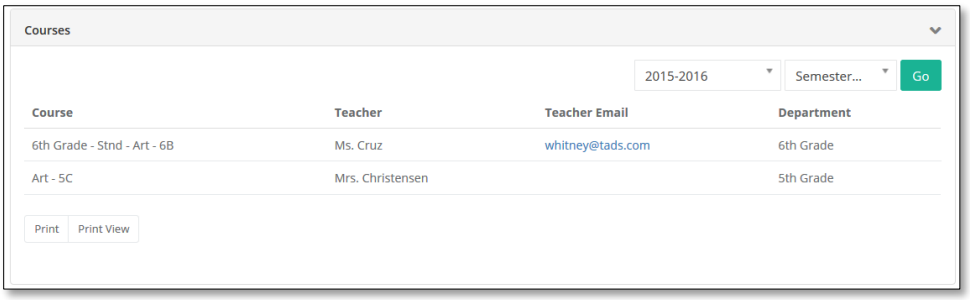


The student's information appears.

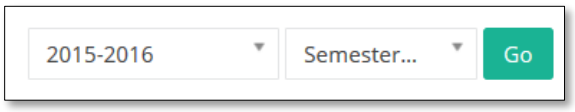
c) Switch to the *Schedule* tab and select *Courses*.



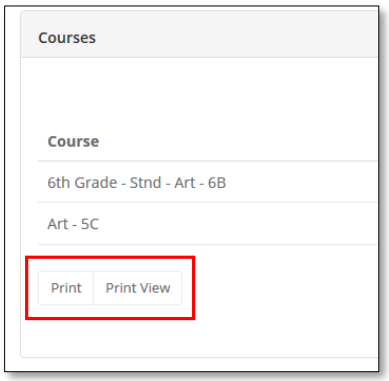
The Course information appears.



3. **OPTIONAL:** To view courses for a particular year or term,
   a. Use the drop down menus above the grades to select the desired information.

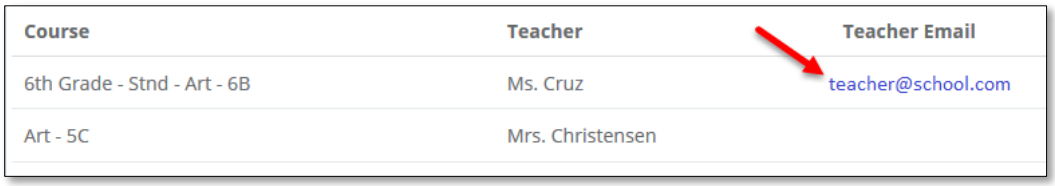


   b. Click *Go.*
   c. To view all courses again, click *Clear.*
4. **OPTIONAL**: To print the course list,
   a. Use the print commands listed.



   b. Follow the print commands that appear.

5. **OPTIONAL:** To email a teacher,
   a. Click on the teacher's email address.



An email message box appears.

b. Create the desired message and send.

NOTE: If you do not have a default program set up for email, an email may not automatically open.

Viewing Scheduling and Enrollment Information

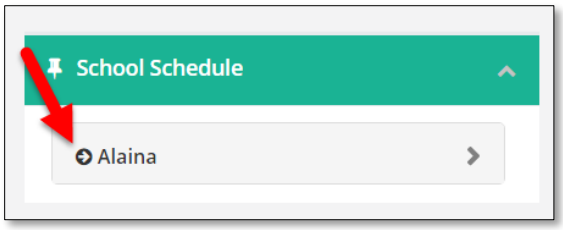
When it is time for you to place scheduling requests or check your student's enrollment for the next year, you can do so in Educate. When scheduling and enrollment requests are closed, the pages will inform you of this.

1. Open the student profile.
2. From the left menu, under the *Academics* header, click *Scheduling Requests* or *Enrollment,* as appropriate.
   OR
   From the *Students* page in the *School* tab, under the *Quick Links* section on the right, click *Scheduling Requests* or *Enrollment,* as appropriate.
   HINT: If no options are displayed under the *Academics* header, click the heading to show the menu.
3. Follow the information on the page to check enrollment or scheduling requests.

Viewing your Student's Profile

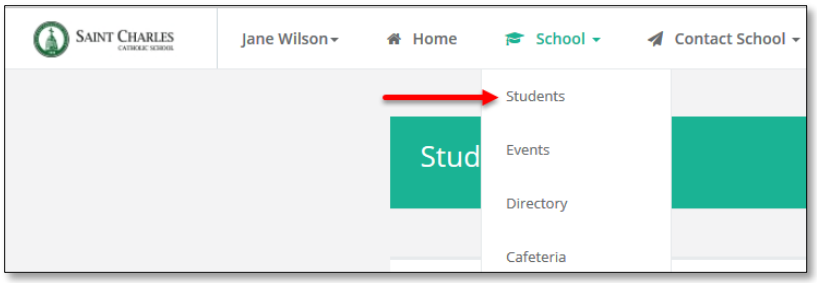
Each student has a profile containing their demographic and contact information; this is what teachers and school officials can see. It also keeps track of school-related information such as locker number.

1. Log in to Educate Household.
2. Click on the Black Arrow next to your student's name.



OR

a) Click the *School* tab and select *Students* from the dropdown menu.



b) Click on the student's name.

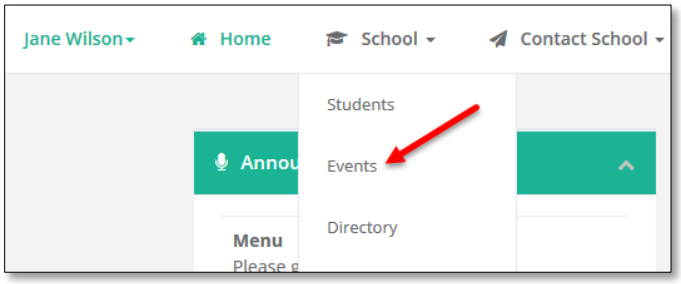
The student's information appears.

3. Switch to the *Demographic* tab.
   The student's demographic information appears.

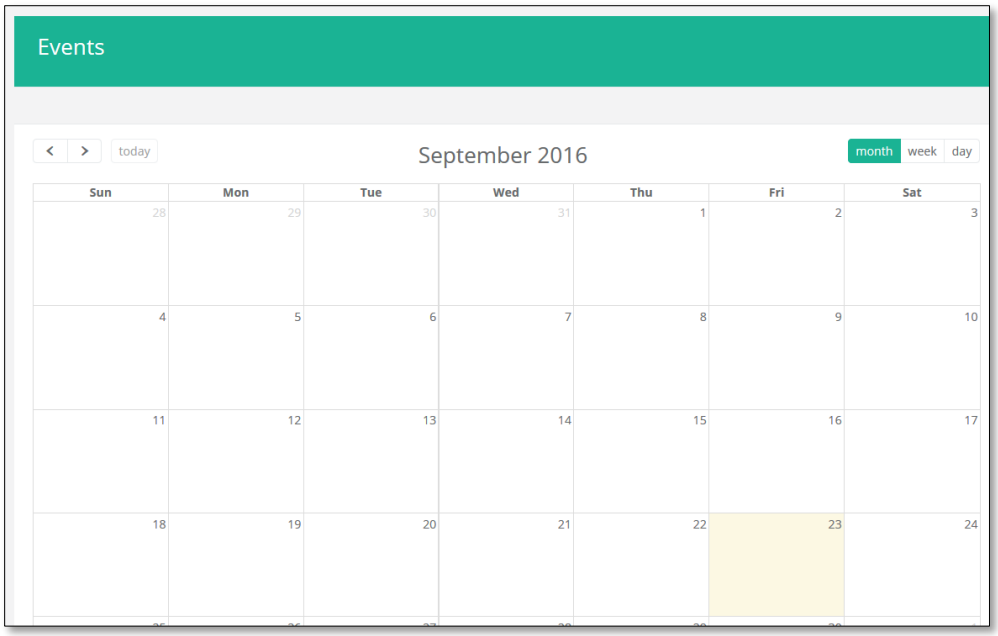
Viewing the Calendar of Events

Any school events related to your student(s) will be displayed in the events calendar, from days off school to fundraisers or music conferences.

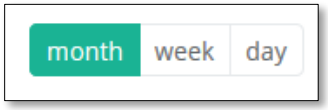
1. Click on *School* and select *Events* from the dropdown menu.



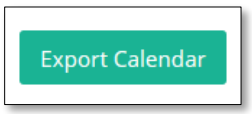
2. The *Events Calendar* page appears.



HINT: You can filter the calendar view by month, week or day.



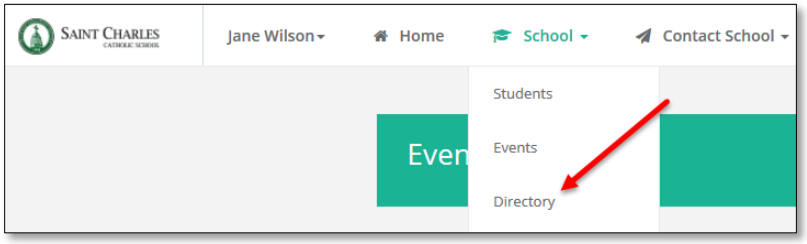
HINT: You can export your calendar.



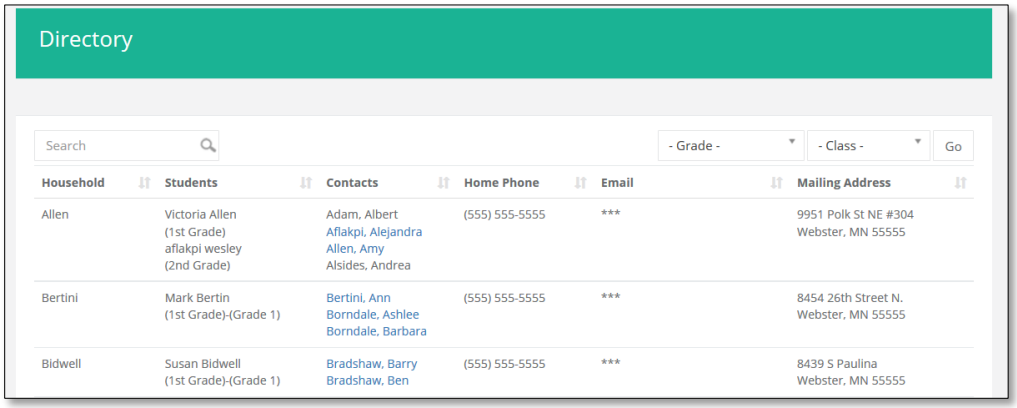
Viewing the Directory

Parents and school staff can choose to be included in a directory for the school, which you can view at any time. Please note that your school may or may not have a directory available for you. If you do not see the link under the *School* tab, the directory is not available.

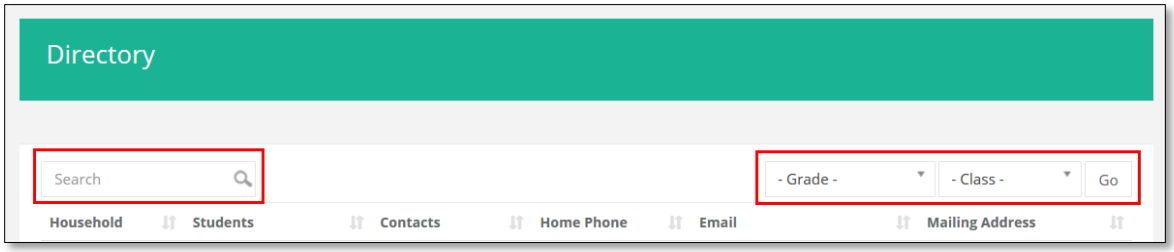
1. Click on *School* and select *Directory* from the dropdown menu.



2. The *Directory* page appears.



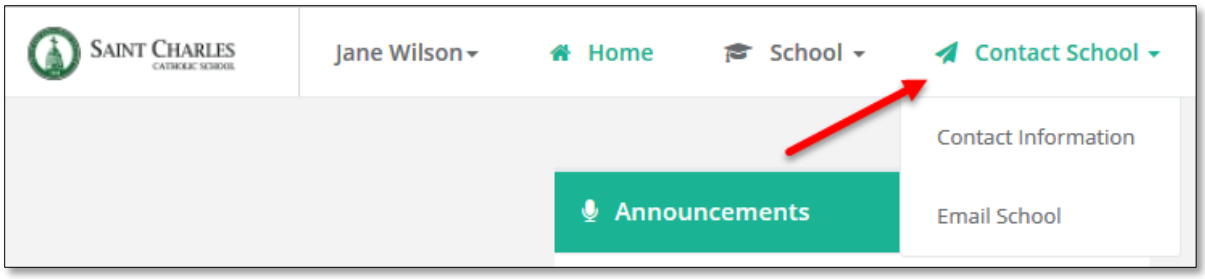
HINT: You can search for a household or filter using the search criteria.



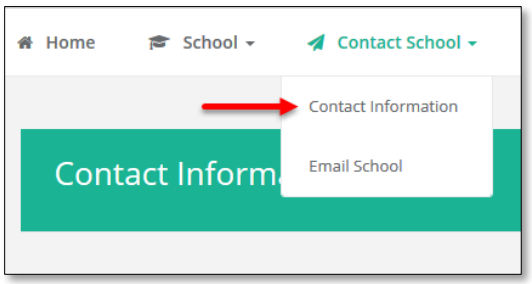
Contacting the School

You are able to contact your school administrator or look up their contact information through your household portal.

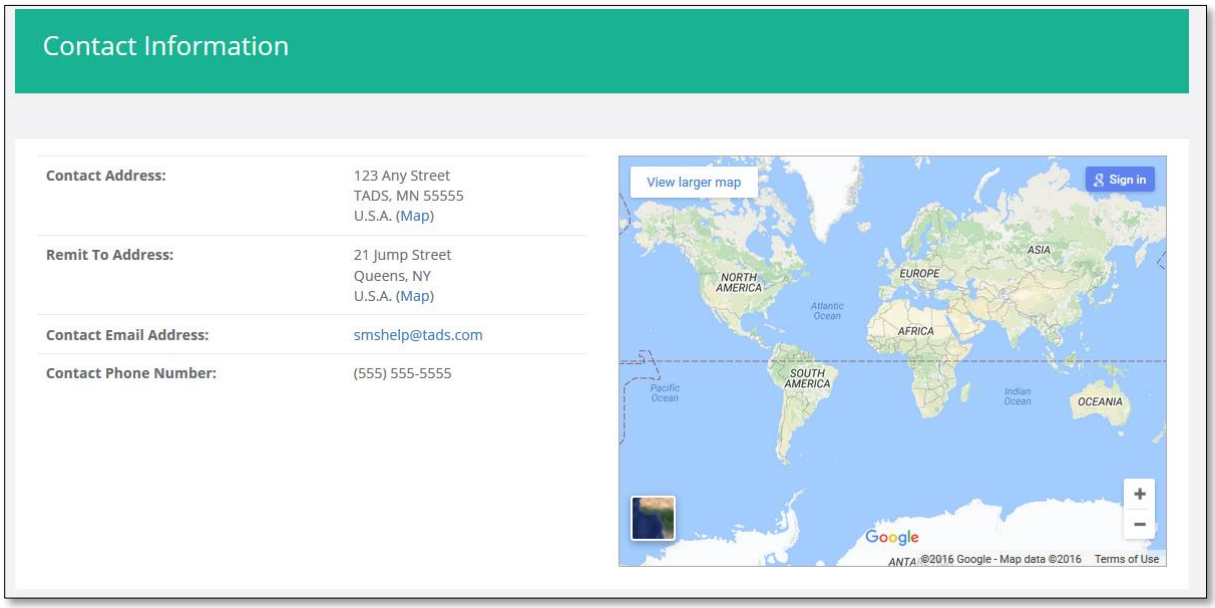
1. From the Educate home page, select the *Contact School* tab.



2. To view your school's contact information, select *Contact Information* from the dropdown menu.

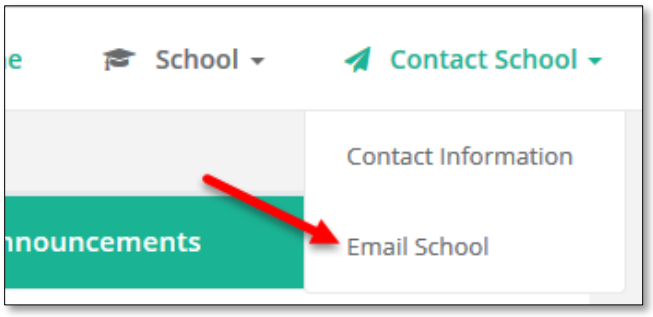


The *Contact Information* page appears.

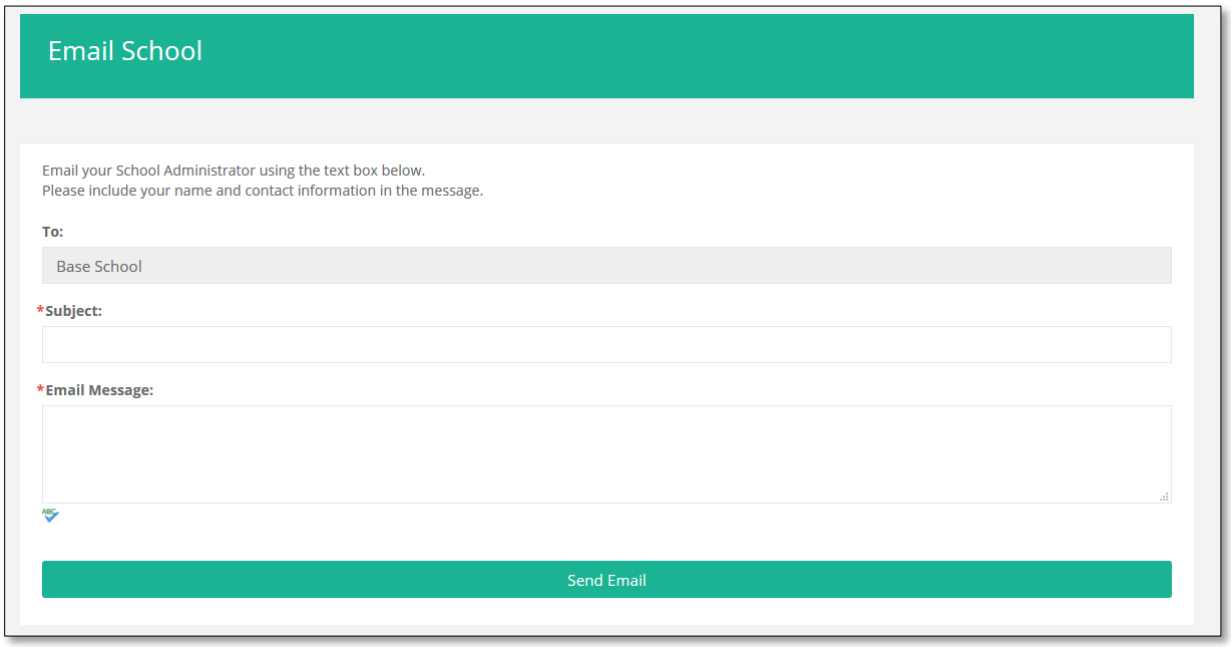


NOTE: This page displays general contact information for your school including the website, email address, phone number, contact address, and fax number. It also includes an interactive map that could be useful in finding alternative routes to your school or visualizing bus routes.

3. To send the school administrator an email, select *Email School* from the dropdown menu.



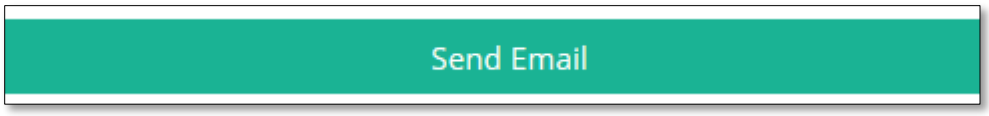
The *Email School* page appears.



4. Type the subject of your message in the *Subject* line.
5. Type your message in the *Email Message* box.

   NOTE: Make sure to include your name and contact information in the message; this information will not be automatically included.

6. When finished, click the *Send Email* button.



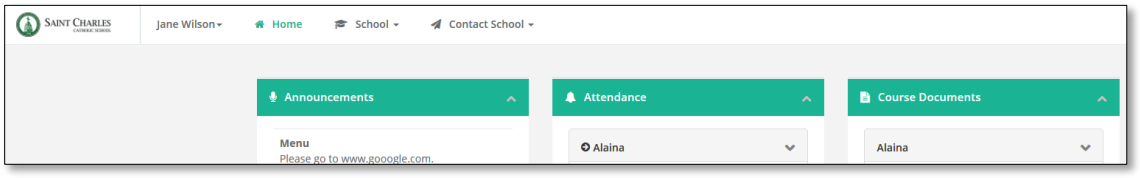
7. Your message is sent.

Setting Up Your Account Information

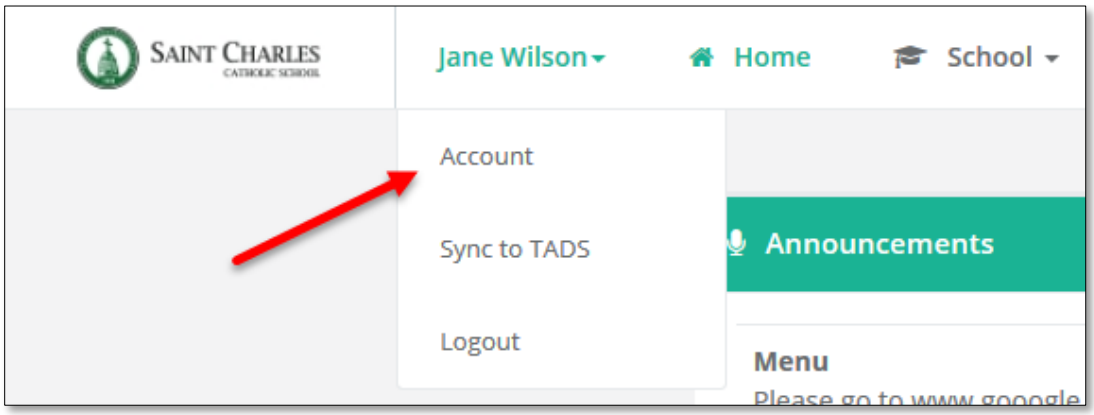
You can edit your own account information, including the password you use to log in and (if your school uses the alert feature), your preferred method for receiving alerts from the school.

Viewing Your Profile

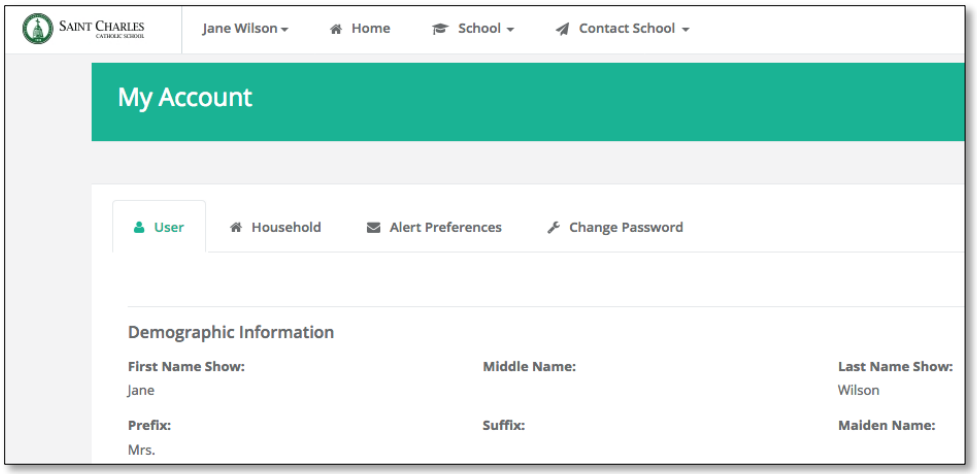
1. Log in to your *Educate Account.*



2. Click on your *Name* and select *Account* from the dropdown menu.



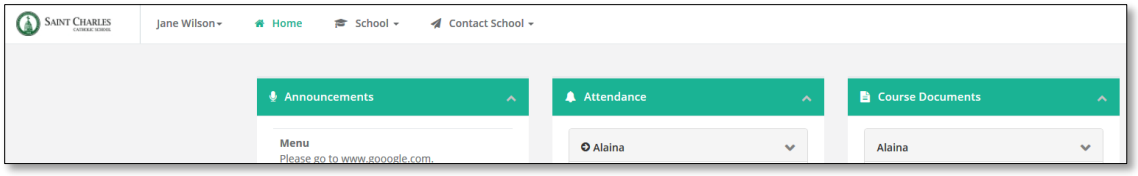
3. Your *Account Information* page appears.



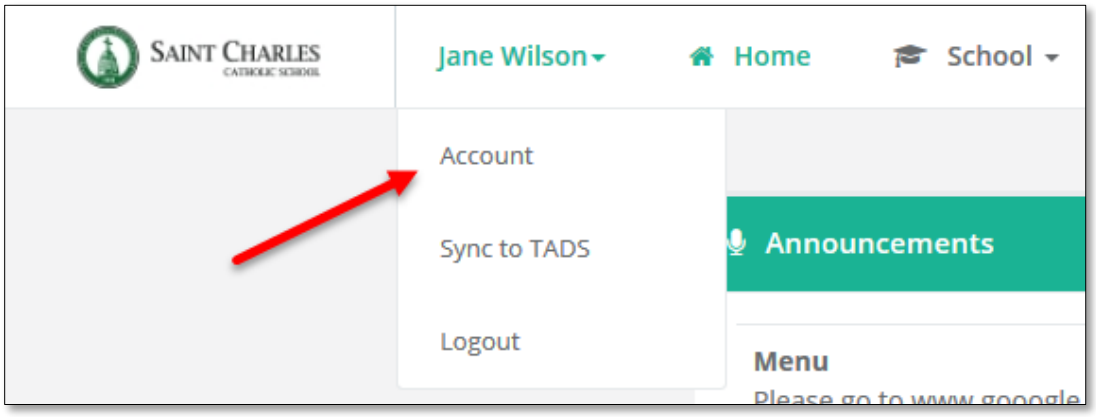
Changing Your Password and Updating your Security Questions

You can change the password you use to log in at any time. Make sure you choose a secure password that you can easily remember.

1. Log in to your *Educate Account*.

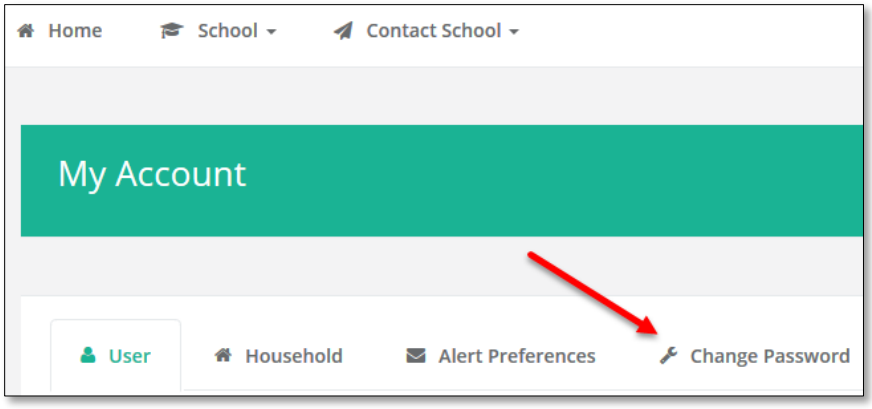


2. Click on your *Name* and select *Account* from the dropdown menu.



Your *Account Information* page appears.

3. Click on *Change Password.*



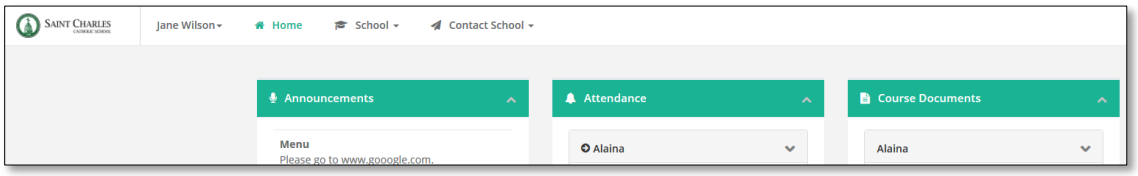
4. In the *New Password* text box, type the password you want to use.
5. In the *Confirm Password* section, type the password again.
6. Click *Save.*
   Your password is changed.
7. To update your *Security Questions,*
   a. Select the security question from the dropdown menu.
   b. Type your Answer.
   HINT: You can select Display Characters box to see what you've typed.
   c. Click *Save Password.*
   Your security questions are updated.

Editing Your Alert Preferences

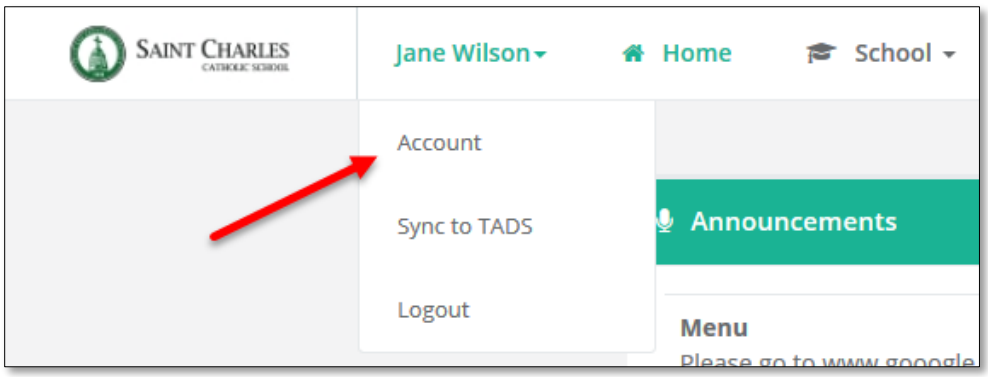
If your school uses Educate to send alerts, you can customize the how and why your school contacts you.

HINT: If you do not see the *My Alert Notifications* option in the drop down menu beside your name (refer to steps 2–3 below), your school either does not use Cornerstone to send alerts or does not allow you to sign up for alerts through the Household portal.
You can sign up for alerts based on the type of alert and the way you choose to be notified. This allows you to only receive only relevant alerts; for example, you could sign up to be notified by phone if school is closed early, by email if your student is marked as absent and not at all if your student receives a bad test grade.

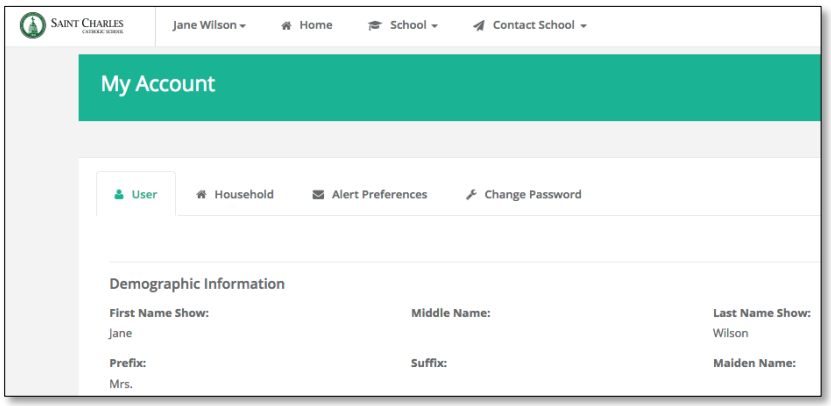
4. Log in to your *Educate Account.*



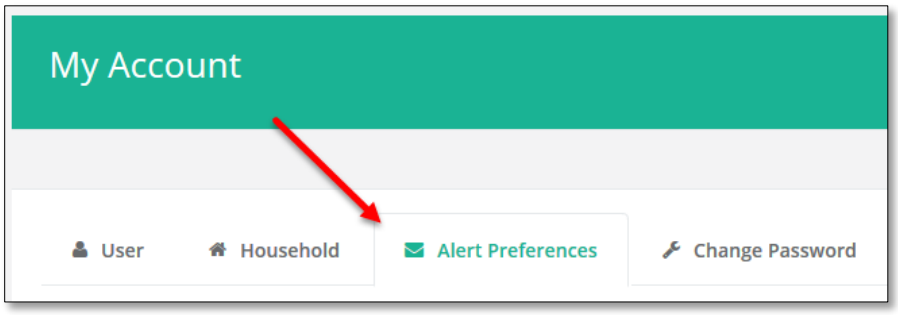
5. Click on your *Name* and select *Account* from the dropdown menu.



6. Your *Account Information* page appears.



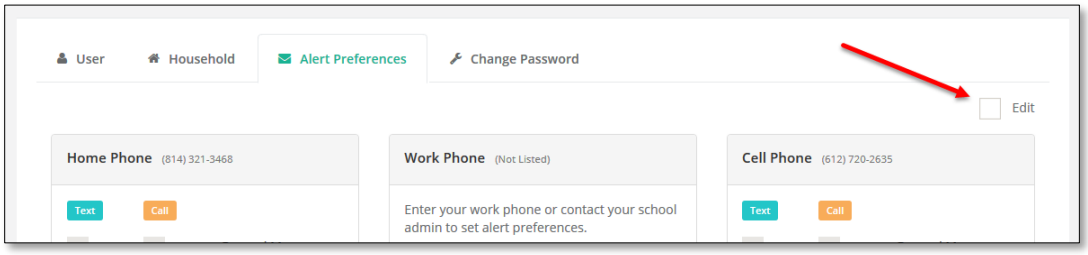
7. Select *Alert Preferences* from the menu.



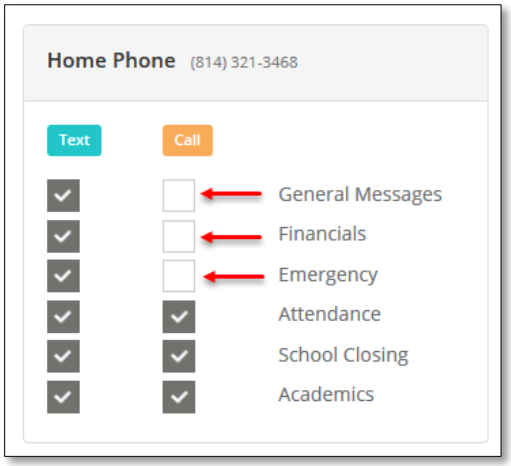
The Alert Preferences page appears.

NOTE: You may not see the same custom alerts that are displayed here. This type of alert is set up individually for each school and may not apply to your child's school.

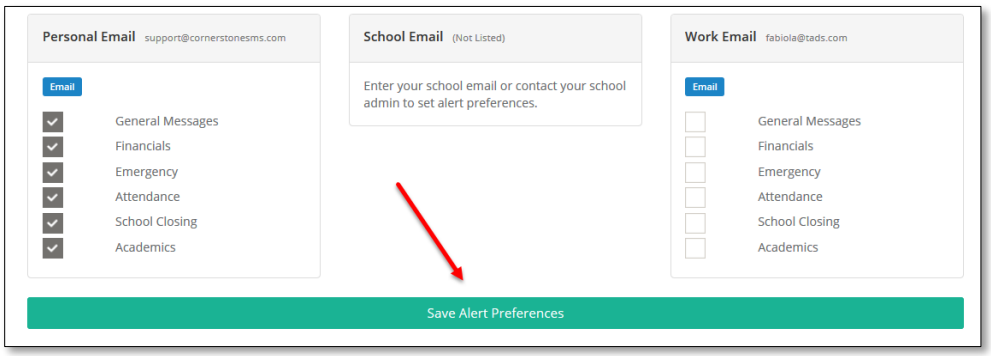
8. Check the *Edit* box to customize your alert preferences.



9. Select or deselect the alerts based on your preferences.



10. Click *Save Alert Preferences*.



11. Your alert preferences are saved in the system.