

ParentsWeb Tutorial



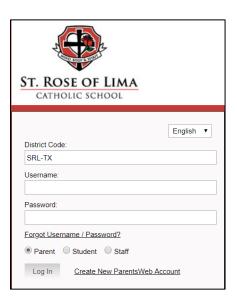
For St. Rose of Lima Catholic School Parents

Table of Contents

- 1. Setting up your Parent Account
- 2. Logging into your account
- 3. Navigating your ParentsWeb portal
- 4. School Information
- 5. Student Information

1. Setting up your Parent Account

• Go to our St. Rose ParentsWeb homepage.



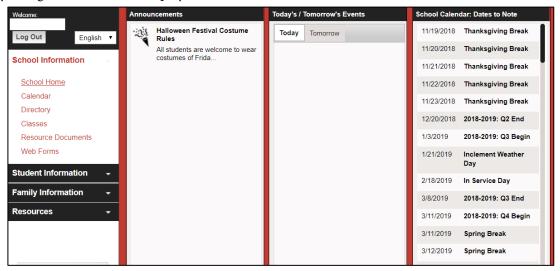
- Click create new ParentsWeb Account
- Enter the email address you have **on file with the school**.
- Access the email account and click the link to create your username and password. (You will receive a notification email from ParentsWeb with login instructions.)
- Type a username and password.
- Click Save username and/or password.

2. Logging into your Parent Account

- Return to our St. Rose ParentsWeb <u>homepage</u>.
- Enter your username and password.
- Click Log in.

3. Navigating your ParentsWeb portal

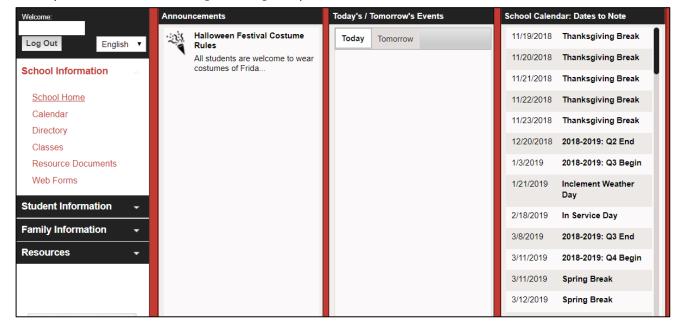
Once you log in, ParentsWeb displays.



4. School Information

On the left you will see the School Information and links.

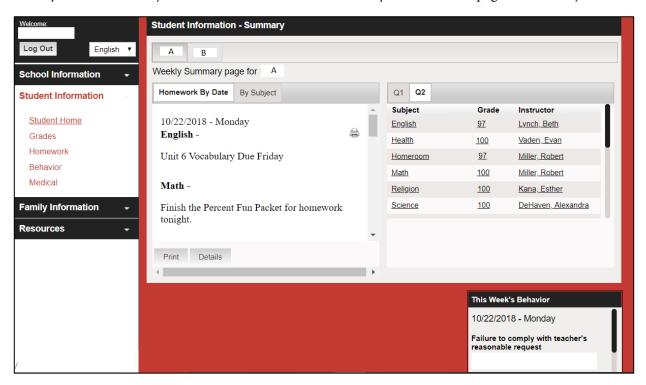
- Calendar Events and academic dates noted
- Directory a searchable school directory (parents and students)
- Classes Links to your child(s) class pages (Note: Since Elementary and Pre-K students are in self-contained classrooms, most of the information from the teacher will be found in the Homeroom section.
- Resource Documents the Handbook, links for helpful webpages, and all of this year's Cardinal's Corner issues
- Web Forms Update your contact info, emergency contacts, and more for the school records
- Announcements School wide announcements
- Student Information More detailed information below
- Family Information Another place to update your information



5. Student Information

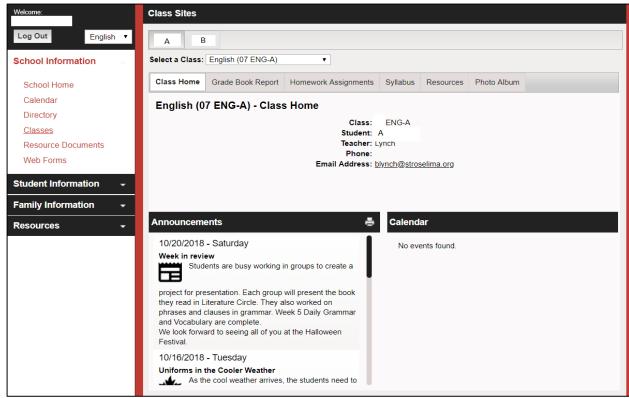
Click Student Information on the left to see information by student.

- This family has two students A and B, tabs for each students. You are viewing the summary page for student A. Homework is displayed and a snapshot of grades on the right. By clicking the student B tab, you will see the summary page for student B.
- At the bottom right, any merits or demerits will be displayed for Middle School students.
- If you click on a subject link in the Grade box, it will take you to the homepage for that subject.



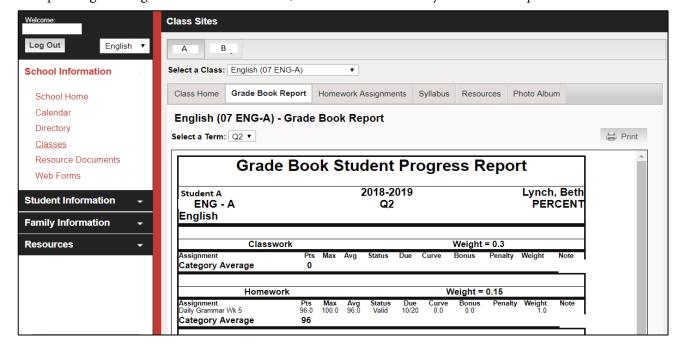
If we click on English for student A, we see the English homepage.

- Announcements show on the bottom left. Upcoming class calendar events on the bottom right.
- There are tabs for each part of the English section: Class home (current view), Grade Book Report, Homework Assignments, Syllabus, Resources, and Photo Album.
 - O If teachers would like you to visit a certain section, they will often direct you there from a post in announcements.



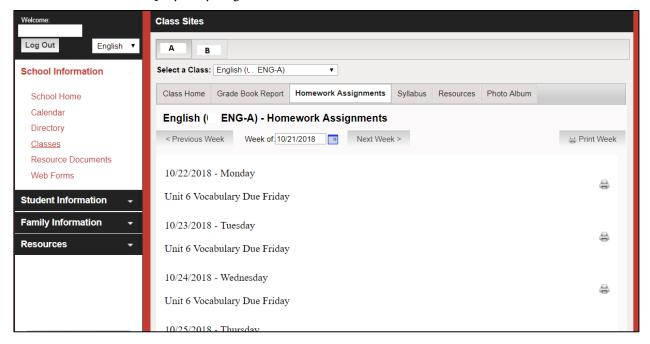
If we click on Grade Book for student A, we see the graded assignments by category for English.

Depending on the grade level of the student, more or less details may show in the report.



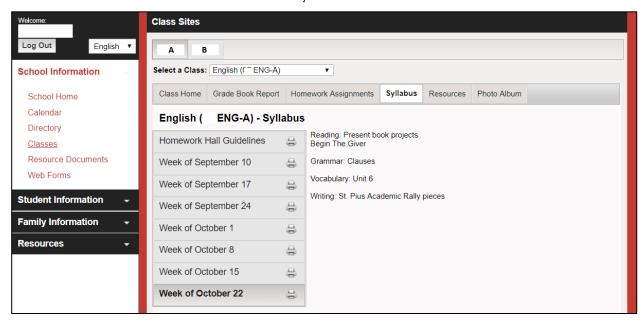
If we click on Homework Assignments, we will see the day's homework. .

- You can also choose a date on the calendar to see past or futures assignments.
- This section is not employed by all grade levels.

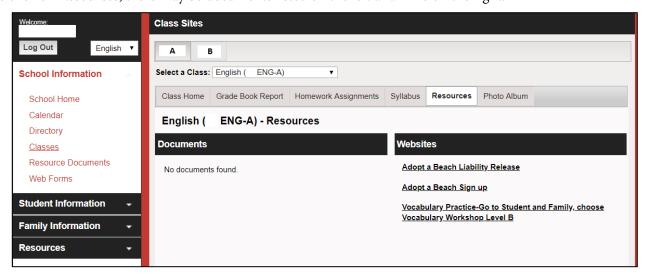


If we click on Syllabus, we see the information being covered in class this week.

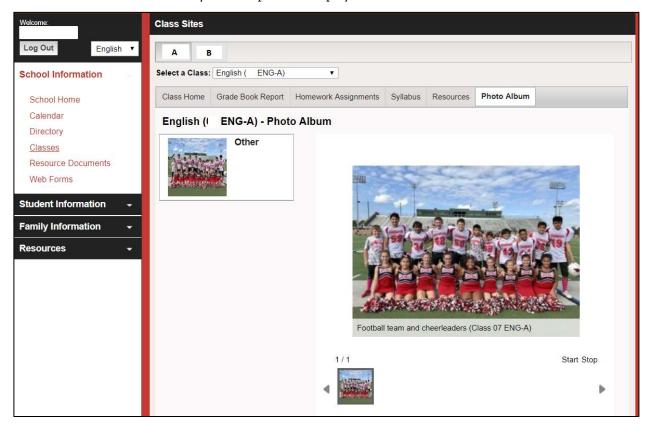
Past weeks are listed on the left and can be easily accessed.



If we click on Resources, there may be documents listed on the left and links on the right.

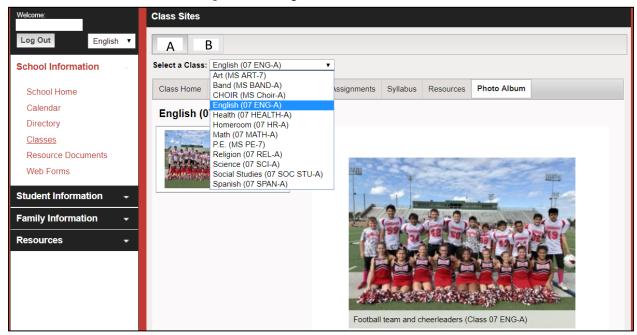


If we click on Photo album, there may be class pictures displayed.



We can use the Select a Class drop down to see and select any of the student's other classes.

• Each class has the same six tab options to see grades, homework, etc.



Moving on to student B, by clicking the tab with the name of your other child (if applicable) you can move through their courses the same way we did above.

• Since Elementary and Pre-K students are in self-contained classrooms, most of the information from the teacher (announcements, resources, syllabus, etc) will be found in the Homeroom section.

