



Spring Branch ISD

GradeSpeed Parent Connection Parents Guide

Updated 11/21/08

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Parents

Creating a Parental Account

Navigate to the District GradeSpeed website at the following address <http://www.springbranchisd.com/pc/ParentConnection.html> and click the "Create Account" link.



11/21/2008 9:22 A.M.

Spring Branch
INDEPENDENT SCHOOL DISTRICT

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Welcome to Spring Branch ISD ParentConnection

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GradeSpeed
ParentConnection

How can parents access grades, attendance and other student information?

Spring Branch ISD uses *ParentConnection* where parents log into the GradeSpeed system and then are able to view students' grades, attendance, etc. Available for grades 1 - 5.

After selecting the "Create Account" link, the following screen will appear:

Username:	<input type="text"/>	Your First Name*:	<input type="text"/>	M.I. <input type="checkbox"/>
Password:	<input type="password"/>	Your Last Name*:	<input type="text"/>	
Confirm Password:	<input type="password"/>	Your Address*:	<input type="text"/>	
			<input type="text"/>	
		City*:	<input type="text"/>	
		State*:	Texas	
		Zip*:	<input type="text"/>	
		Primary Phone*:	(<input type="text"/>) <input type="text"/> - <input type="text"/>	
		Alternate Phone:	(<input type="text"/>) <input type="text"/> - <input type="text"/>	

Email Addresses

Please click the button below to add an email address to this account. You must have at least one email address in this account.

User Agreement:

• Information can be viewed only by authorized users with a valid User ID and password. Users are responsible for keeping their passwords and logins confidential. Your child's personally identifiable information is managed with security measures in place, to provide secure transmission of your information. Unfortunately, no data transmission over the internet can be guaranteed to be perfectly secure. Users should notify their campus office immediately if there is a possible security concern. Users may access the website to change password or cancel this service.

I agree to the above terms of usage *
(You must check the above box in order to proceed)

[Sign Up](#) | [Cancel](#)

Fill in all required fields. Please note that before creating an account, all users must agree to any terms of usage (displayed in the user agreement) that the school may specify.

Click **Sign Up**. The following notification will appear. You must key in the verification code to complete the process.

We sent a verification code to
daniel.casteel@springbranchisd.com.

Please enter the verification code below.

Code:

OK Cancel Resend

Check the email account that you used when signing up. You should have received an email containing a verification code for your ParentConnection account.

Once your account has been created, the following screen will appear:

<p>Spring Branch ISD</p> <p>Current Student: Aguirre, Jose ▾</p> <p>Select a section:</p> <ul style="list-style-type: none"> • Assignments • Grades • Attendance • Report Cards • Triggers • Calendar • Manage Students • My Settings <p>You are currently logged in as test1.</p> <p>[Log Out]</p>	<p>Welcome to GradeSpeed ParentConnection!</p> <p>Use the links on the left to view information about your students or to manage your account. Use the dropdown box to select which student you are currently viewing.</p> <p>¡Bienvenidos a GradeSpeed ParentConnection!</p> <p>Use los enlaces a la izquierda para ver la información de su estudiante o administrar su cuenta. Use el desplegable para seleccionar el estudiante que esta actualmente viendo.</p> <p>Click Here to print the student verification form after you have added all of your students.</p> <p style="text-align: right;">Add a student to my account</p>
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To request a student be added to your account click on the add a student to my account link.

The following page will appear.

Application for Access to New Students

Please add the information below for each new student you wish to apply for. All fields are required, and please enter the information accurately. This information will be compared against student records as a qualification for approval.
Please do not use nicknames, but rather the student's full legal name.

Student ID:	<input type="text"/>
Student First Name:	<input type="text"/>
Student Last Name:	<input type="text"/>
Student Address:	<input type="text"/>
City:	<input type="text"/>
State:	Texas <input type="text"/>
Zip:	<input type="text"/>
Campus:	Select One <input type="text"/>
Date of Birth:	<input type="text"/>

[Submit](#) | [Cancel](#)

Enter all required information then click on the Submit button.

Repeat this process for each student you wish to request to be added to your account.

Once all students have been requested logout of the Parent Connect Page and Proceed to the Parent Authorization for page. <http://www.springbranchisd.com/pc/login.asp>

Login with the user name and password you just created, and click on the link to print the Parent Authorization form. The following form should print for all students, print out the forms and take the forms and your picture id with you to the campus for verification, and activation of your parent connect account. If you have students at more than one campus print out additional copies of the form for each school. Please allow campuses 3 days to activate your account.



Grade Speed ParentConnection Access Enrollment Form
Print, Sign and Take to Your Child's Campus

Parent / Legal Guardian Information		
Last Name:	First Name:	Middle Name:
Relation: (Check One)	Parent: []	Legal Guardian: []
Home Phone:	Cell Phone:	
Address:		
City:	State:	Zip:
Email Address:		

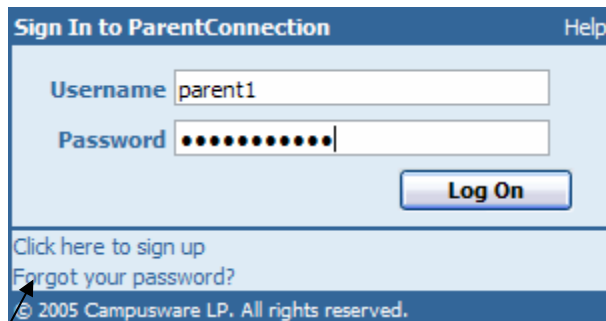
Student Information					
Last Name	First Name	Middle Name	Grade Level	Campus	Student ID#

User Agreement & Acceptable Use Policy

- By completing the account information you authorize Spring Branch ISD to make your child's information available to you via the internet.

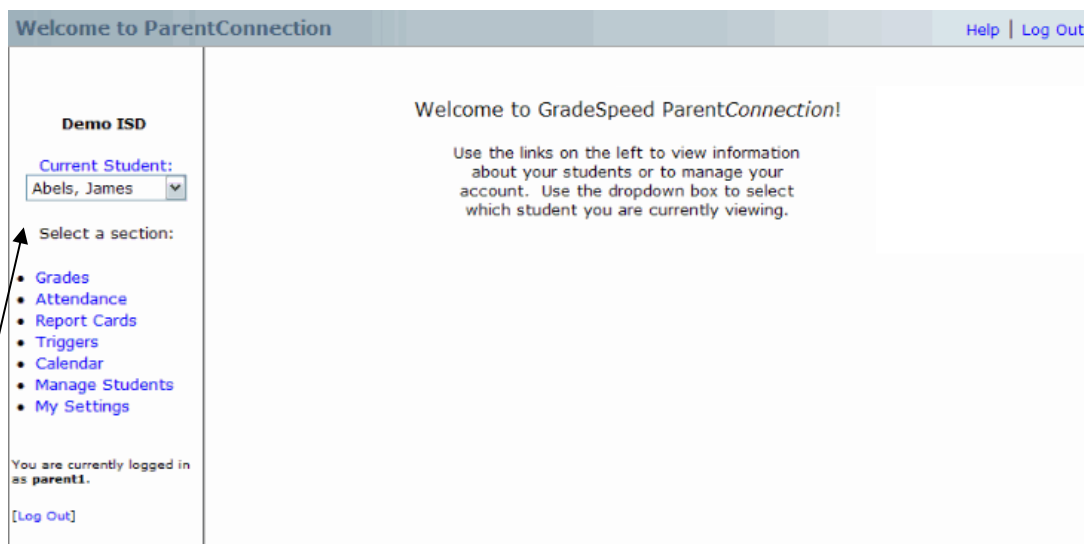
Logging on to ParentConnection

Once your account has been activated by the campus, you may log into ParentConnection. To log on to **ParentConnection**, enter your username and password into the blank fields of the login screen, then click **Log On**.



To retrieve the password for an account that has already been created, click the "**Forgot your password**" link. You will then be prompted to enter your email address. If this email address matches the address listed in your account profile, the password will then be sent to that address.

Tools for Parents



If your account has multiple students associated with it, you may select the desired student from the **Current Student** drop-down menu.

All of the main features of ParentConnection can be accessed simply by clicking the appropriate link in the toolbar on the left side of the page. Please note that not all of these links may be visible for your campus.

Grades - click to view grade information for the **Current Student**.

Attendance - click to view attendance information for the **Current Student**.

Report Cards - click to view your student's progress reports/report cards.

Triggers - click to set up grade and attendance notification.

Calendar - click to view attendance events in a calendar display.

Manage Students - click to manage associated students or add new students.

My Settings - click to edit the parent account information (name, address, email, password, etc.)

Viewing Student Grade Information

To view grades for one of your active students, select the desired student from the drop-down list labeled **Current Student**.

Demo ISD

Current Student:
Abels, James ▼

Select a section:

- Grades
- Attendance
- Report Cards
- Triggers
- Calendar
- Manage Students
- My Settings

You are currently logged in as **parent1**.

[Log Out]

Click **Grades**. The following screen will appear:

Student Grades:												
ABELS, JAMES												
Course	Teacher	Period	Cycle 1	Cycle 2	Cycle 3	Exam 1	Sem 1	Cycle 4	Cycle 5	Cycle 6	Exam 2	Sem 2
GEOMETRY	BYRD, D.	1	92	56	97		92	76				87
LATIN I	LEHMANN, N.	2		93			93					
COMM APP	KLUMPP, C.	3	89	80			85					
ENGLISH I	CRENWELGE, S.	4										
WORLD GEO	OSTOS, B.	5										
BIOLOGY	CHRISTIAN, R.	6			A							A
FOOTBALL 9	BYRD, D.	7										

This view displays the student's courses, the names of the student's teachers, the period in which each course takes place, and the student's average grade for each cycle in each course. To view details about an average grade, click the grade that is highlighted in **bright blue**. The following expanded information will appear below the average grades:

Student Grades:												
Student: Abels, James												
Course	Teacher	Period	Cycle 1	Cycle 2	Cycle 3	Exam 1	Sem 1	Cycle 4	Cycle 5	Cycle 6	Exam 2	Sem 2
GEOMETRY	BYRD, D.	1	92	56	97		92	76				87
LATIN I	LEHMANN, N.	2		93			93					
COMM APP	KLUMPP, C.	3	89	80			85					
ENGLISH I	CRENWELGE, S.	4										
WORLD GEO	OSTOS, B.	5										
BIOLOGY	CHRISTIAN, R.	6			A							A
FOOTBALL 9	BYRD, D.	7										
Teacher: Clark Malvern Course: GEOMETRY												
Category	Assignment	Points Possible	Points Earned	Due	Assigned	Note						
assignments	semester exam	100		Oct-11	Oct-11							
	study for test	100		Oct-12	Oct-11							
	textbook probs. 1-15	15		Oct-12	Oct-11							
	bring teacher candy	1		Oct-12	Oct-11							
	extra credit	2	exc	Oct-29	Oct-28							
	textbook page 60 probs 1-15	15	100	Sep-13	Sep-10							
Average:		100 (25%)										
daily quiz	pop quiz	100	85	May-21	May-21							
	Average:		85 (25%)									
participation.	(No Grades) Average:		-- (20%)									
tests	textbook page 65 problems	15	100	May-22	May-21							
	chapter 2 test	100	100	May-22	May-21							
	chapter 3 test	100	75	May-28	May-28							
	Average:		91.67 (30%)									

This expanded view also displays any assignments that the student has received grade information for assignments, exams, and tests, nine-week averages, and relevant dates. Teachers can also enter notes for parents to read. If a teacher's email address has been entered in that teacher's profile, parents can click the teacher's name to send the teacher an email. Parents will be able to tell if a teacher has this email accessibility because the teacher's name will be highlighted.

Viewing Student Assignment Information

(added 11/21/07)

All student assignments are available for parents to monitor in GradeSpeed; past, current, even future assignments are available for viewing. Click the Assignments link in the left toolbar to access the "Assignments" page.

Ben ISD

Current Student:
Abramovic, John

Select a section:

- [Assignments](#)
- [Grades](#)
- [Attendance](#)
- [Report Cards](#)
- [Triggers](#)
- [Calendar](#)
- [Manage Students](#)
- [My Settings](#)

You are currently logged in
as **mattadler**.

[\[Log Out\]](#)

By default, the "Upcoming Assignments" list will appear.

Display Upcoming Assignments

Assignments

<p>1. Working with Lumber - Due Tuesday, November 27, 2007 Class: Period 1. HR WKHABIT GR 2 - Cycle 3 Category: Participation Assigned: Tuesday, November 27, 2007</p>
<p>2. Allied Powers Map Outline - Due Monday, November 26, 2007 Class: Period 1. HR WKHABIT GR 2 - Cycle 3 Category: Homework Assigned: Thursday, November 22, 2007</p>
<p>3. Writing - Due Tuesday, November 20, 2007 Class: Period 1. HR WKHABIT GR 2 - Cycle 2 Category: Homework Assigned: Monday, November 19, 2007</p>
<p>4. test - Due Tuesday, November 20, 2007 Class: Period 1. HR WKHABIT GR 2 - Cycle 3 Category: Homework Assigned: Monday, November 19, 2007</p>

In addition to the “Upcoming Assignments” list, “Recent Assignments,” and individual class assignment lists can all be pulled using the **Display** dropdown list at the top of the page.

Upcoming Assignments ▼

- Upcoming Assignments
- Recent Assignments
-
- Period 1. HR WKHABIT GR 2
- Period 2. READ GR 2
- Period 3. WRIT GR 2
- Period 4. SOC SKILLS GR 2
- Period 5. MATH GR 2
- Period 6. SOC ST GR 2
- Period 7. SCI/HEALTH GR 2
- Period 8. MUSIC GR 2

If using an "individual class" view, the Grading Cycle in which to view assignments can be selected using the designated dropdown list.

Display Period 8. MUSIC GR 2 ▼

Grading Cycle Cycle 2 - October 1, 2007 - November 16, 2007 ▼

Class

Teacher
O'Brien, Kelly

Grading Scale
E = 90 - 100
S = 75 - 89
N = 70 - 74
U = 0 - 69

Categories
Instruments - 50%
Reading - 50%

Assignments


1. Percussion Homework - Due Friday, November 2, 2007
Category: Instruments
Assigned: Wednesday, October 31, 2007

2. Percussion TEST - Due Thursday, November 1, 2007
Category: Instruments
Assigned: Thursday, November 1, 2007

3. Brass Test - Due Monday, October 29, 2007

Teachers can also attach documents to individual assignments in their gradebooks. These documents are also available to parents in ParentConnection. If an assignment has one or more attached documents, they will appear on the Assignment page and will be available for download.

9. Assignment 1 - Due Wednesday, November 22, 2006
Category: Homework
Assigned: Tuesday, November 21, 2006
Grade Received: 75

Attachments	Size	Type	Date Modified
 Project Outline - Revised.doc	29.5 KB	Word Document	11/20/2007 4:23:14 PM

Viewing Student Attendance Information

To view attendance data for one of your active students, first select the desired student from the drop-down list labeled **Current Student**.

Demo ISD

Current Student:
 ▼

Select a section:

- [Grades](#)
- [Attendance](#)
- [Report Cards](#)
- [Triggers](#)
- [Calendar](#)
- [Manage Students](#)
- [My Settings](#)

You are currently logged in as **parent1**.

[\[Log Out\]](#)

Click **Attendance**. The following screen will appear:

Student Attendance:		
Abramovic, John (1st Elementary School)		
Date	Class Period	Description
9/14/2006 (Sep-14)	1	Absent
11/7/2006 (Nov-7)	1	Absent
11/8/2006 (Nov-8)	1	Absent
11/21/2006 (Nov-21)	1	Excused Absence
	10	Excused Absence
	2	Excused Absence
	3	Excused Absence
	4	Excused Absence
	5	Excused Absence
	6	Excused Absence
	7	Excused Absence
	8	Excused Absence
9	Excused Absence	
12/5/2006 (Dec-5)	1	Absent
12/6/2006 (Dec-6)	1	Excused Absence
	10	Excused Absence
	2	Excused Absence
	3	Excused Absence
	4	Excused Absence
	5	Excused Absence
	6	Excused Absence
	7	Excused Absence
	8	Excused Absence
9	Excused Absence	

This screen displays dates and periods during which an attendance code was entered for the student.

Report Cards

Parent *Connection* allows you to download and view your student's report card online.

Student Report Cards:		
Student	School	Format
Abramovic, John	1st Elementary School	Adobe Acrobat

To view the report card, click the hyperlinked text underneath the **Format** column heading. The report card will open up in either Microsoft Word (Microsoft Works and Google Writely can both be used to view DOC files if Word is not installed on your computer) or Adobe Acrobat Reader. The format is determined by the school.

Triggers

The **Triggers** tool allows you to receive notification if your students' grades dip below a certain threshold, or if your students are marked absent or tardy.

Almasri, Maha (SBISD Elem Testing)

Trigger Options Send E-mail

Trip when a grade changes:

Below

Above

an average of

Watch Attendance

First, choose a student from the **Current Student** drop-down list. If you only have one student associated with your account, it will already be set.

Trigger Options

To set the system to monitor your student's grades, check the box marked **Watch Grades**.

Use the radio buttons to indicate whether you want notification for a high grade threshold (for example, you want notification when your student's grade rises above a 95) or a low grade threshold (you want notification when your student's grade drops below a 70).

Next, enter the grade threshold that will trigger the notification.

You can also check the box marked **Watch Attendance** to receive notification when your student is marked absent or tardy.

Notifications

To receive an email when your trigger is "tripped," check the box marked **Send E-mail**.

Once your student's trigger is set to your liking, click **Update**. The trigger will be turned on.

Calendar

To view calendar data for one of your active students, first select the desired student from the drop-down list labeled **Current Student**.

Demo ISD

Current Student:
Abels, James ▼

Select a section:

- [Grades](#)
- [Attendance](#)
- [Report Cards](#)
- [Triggers](#)
- [Calendar](#)
- [Manage Students](#)
- [My Settings](#)

You are currently logged in as **parent1**.

[\[Log Out\]](#)

Click the **Calendar** link on the left. The following screen will appear:

Feb		March 2005					Apr
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
27	28	1	2	3	4	5	
6	7	8 1 Event	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31	1	2	
3	4	5	6	7	8	9	

Any dates with attendance events will be highlighted, as shown above. To view the attendance records for that day, click in the highlighted date field.

Information related to the attendance event will be displayed on the right:

March 2005							3/8/2005	
Feb	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Apr
	27	28	1	2	3	4	5	Attendance Period 1: ABSENT
	6	7	8 1 Event	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31	1	2	
	3	4	5	6	7	8	9	

Administrators also have the ability to add school-wide events and important dates to the calendar. Not all calendar events will be attendance-related.

Manage Students

After creating their accounts, parents can add student associations to their account or manage existing student associations. To do so, parents should select **Manage Students** from the menu on the left. The following screen will appear:

Current Students:					
Name	Student ID	Campus	Parents	Status	
Abel, Frank	1595	Training	1	Denied	Remove
Abels, James	1048	Training	1	Active	Remove

[Add Students](#)

Request to add a student

To add a student to the account, click the **Add Students** button to display the application form.

Application for Access to New Students

Please add the information below for each new student you wish to apply for. All fields are required, and please enter the information accurately. This information will be compared against student records as a qualification for approval. **Please do not use nicknames, but rather the student's full legal name.**

Student ID:	<input type="text"/> *
Student First Name:	<input type="text"/> *
Student Last Name:	<input type="text"/> *
Student Address:	<input type="text"/> *
City:	<input type="text"/> *
State:	Texas <input type="button" value="v"/> *
Zip:	<input type="text"/> *
Campus:	Select One <input type="button" value="v"/> *
Submit Cancel	

As indicated on this screen, every field is required in order to submit this application. Take care that all data is accurate. Access to your student's grades will be approved or denied based on the information in this application. The school administration will be unable to approve access to this student if any information is missing or incorrect.

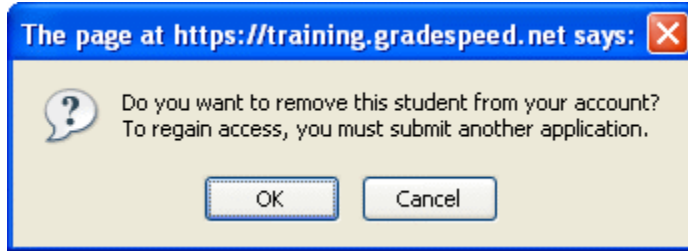
After filling all required fields, click **Submit**, located near the bottom of the screen. Your request will be processed by a campus administrative user; the status of your request will be set to **Pending**. You will receive an automated email informing you when an administrator has either approved or denied your request.

If your request is approved, the student's name will appear in the top left corner of the main page and you will be granted access to the student's records. If your request is denied, you will receive an email referencing why your application was denied. You must then fill out and submit the application again, replacing all incorrect data with valid information.

At any time after submitting a request, parents can see the status of the application by clicking Manage Students.

Remove a Student

To remove access to a student listed here, click **Remove**. A window will appear to confirm this action.



Once a student has been removed, all parent-entered information is lost and a new application must be filled out and submitted for approval.

After the application has been submitted, the parent must wait for the request to be either approved or denied. Until the access to the student's grades has been approved, the parent will be unable to view any information about that student.

Once the request to access a student's grades has been approved, the students' status will be listed as **Active**. The parent will then be able to view grade and attendance (if applicable) information for the student.

Denied Student - Re-submit Application

If the request to access a student's grades has been denied, the student's status will be listed as **Denied**. To edit the application information, the parent must click the hyperlinked **Denied** status indicator. The following window will appear:

Edit Application for Frank Abels
[Close Window](#)

Application Status: **Denied**

Messages:

(4/1/2005 2:26:56 PM)
parent1: Names do not match

Add message:

Send

Make any necessary changes and click save:

Student ID:	<input type="text" value="1030"/>
Student First Name:	<input type="text" value="Frank"/>
Student Last Name:	<input type="text" value="Abels"/>
Student Address:	<input type="text" value="15303 Huebner Rd Ste 11"/>
City:	<input type="text" value="San Antonio"/>
State:	<input type="text" value="Texas"/>
Zip:	<input type="text" value="78248"/>
Campus:	<input type="text" value="Training"/>
SSN:	<input type="text" value="123-45-6789"/>
Date of Birth:	<input type="text" value="12/12/89"/>

Save | Cancel

The parent can re-enter or edit the student information seen on the right side of the window. Once any changes have been made, the parent should click **Save**.

The comments in the text box on the left side indicate the reason that the application was rejected. The text field at the bottom left allows the parent to submit comments along with the edited information. To re-submit the application, click **Send**.

My Settings

Parents can select **My Settings** from the menu on the left to view and edit their account information.

Username:		Name:	Smith, John J
Password:	Reset Password		
		Address:	15303 Huebner Rd *
			Suite 11
		City:	San Antonio *
Primary Phone:	(210) 614-0781 *	State:	Texas *
Alternate Phone:	(210) 614-0781	Zip:	78248 *
E-mail:	info@campusware.com		
Save Cancel			

Fields marked with a * are required.

To reset the account password, click **Reset Password**. The following window will appear:



A dialog box titled "Reset Password - Microsoft Internet Ex..." with three input fields: "Old Password:", "New Password:", and "Confirm New Password:". A "Change Password" button is located at the bottom.

Simply enter the old password and new password as indicated, and then click **Change Password**.

To edit contact information, simply make the changes in the appropriate fields. Once all desired changes have been made and all the information is correct, click **Save**.