

September, 2009
ParentConnection Activation



GREEN BAY AREA
PUBLIC SCHOOL DISTRICT

All learning. All growing.

Thank you for signing up to use ParentConnection. Below you will find instructions for accessing your child's account, along with a PIN number and Password. Following the step-by-step directions, you will find some additional notes and suggestions to help you use the information available to enhance the communication with your child's teachers.

System Requirements to Access from Home:

Windows 2000 or higher, Mac OSX
Internet Explorer 6.0 or higher
Adobe Acrobat 6.0 or higher

Safari 1.3 or higher
Pop up blockers must be turned off

Steps:

- 1) Enter the Green Bay Area Public School District URL in your browser:
<https://pc.greenbay.k12.wi.us/ParentConnect/>
- 2) **Click through any security warning screens (different browsers and different Operating Systems will have different choices).**
- 3) On the **Welcome to Zangle ParentConnection** screen, enter your **PIN** Number and **Password**.
(*Password is case sensitive*)
- 4) Click on **Logon**.
- 5) Select a student to view from the student pull down field.
- 6) Select the current school year track if more than one option is available.
- 7) Click on any of the links on the left side of the screen to view different types of data for the selected student.
- 8) Click on the word **Help** in the upper right hand corner of the page to view or print the 40-page user manual. This manual will always have current information and explanations about how ParentConnection works. Not everything listed in the manual is currently available.

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Notes/ Hints

- ❑ If you forget your **PIN** number or **Password**, click on the **Need Your Login Information?** Link located on the Welcome to Zangle ParentConnection screen.
- ❑ To edit or change your password or email address, click on the **Account** link in the upper right of the main screen.
- ❑ Any features listed in the ParentConnection manual that do not appear on the screens are not available at this time.
- ❑ ParentConnection will be available from the first day of school until June 30th of each year.
- ❑ Email links to faculty members and school departments are provided on many screens and are identified by the name being underlined in blue font. If your browser and your email program are not linked, you may still use the address provided by copying the address and pasting it into the TO: field of your email document.
- ❑ If you have more than one student enrolled in the school district, one student who is enrolled in more than one school site, or the login falls between school years, no student data will be displayed except for students in schools who have activated ParentConnection.
- ❑ Data viewed in ParentConnection is 'live'; therefore, it may be updated in real time by the school while the parent is browsing. New data posted during a session will not be visible to the parent until the data screen is refreshed. Parents may refresh any given screen by clicking on the refresh button on their browser or by clicking on a different link in ParentConnection and then returning to the original screen.
- ❑ In **Marks**, grades will not be posted to ParentConnection and visible to parents until after teachers have had a chance to review posted grades, change grades if necessary and the report cards have been printed. This process usually takes about seven school days.
- ❑ In **Assignments**:
 - If tasks are displayed in **Red**, teachers have not graded them yet. They are not missing assignments. Teachers have agreed that the maximum period of time for entering scores after an assignment has been collected will be ten school days.
 - Tasks displayed in **Blue** but with no score listed could be missing assignments. We suggest that you start a dialog with your child about the status of the assignment/s in question.
 - **Gray** tasks are assignments that have due dates outside of the student's class enrollment. In many cases these assignments are excused. Talk to your child about these assignments.

9/17/2009

Dear Parent/Guardian:

Preble High School will again be utilizing the **ParentConnect** Program.

ParentConnect is a student information system that will enable parents to view their own child(ren)'s information via the Internet. This is the only mailing that will go out explaining what to do to gain access to this wonderful program. Please read all the information below carefully before responding.

Through ParentConnect, parents will be able to see information on the following:

Attendance	Cafeteria
Class Assignments	Class Schedule
Demographics	GPA (grade point average)
Health Information (limited)	Report Card Marks
Testing Information (i.e. – WKCE data)	Transcript (unofficial)

In this letter we have included important information, including our expectations for the program and how you may access your child(ren)'s information.

Expectations

- Parents will give feedback to the school about how the program is working
- Parents need to understand that grades can change – if there is a concern, you should:
 1. Ask your child first about the concern.
 2. Have your child talk to the teacher
 3. Talk to the teacher directly.
- Parents need to understand any Internet emails may lose confidentiality on the web, so be careful what communication is sent by that means. (Each teacher will have a direct e-mail link.)
- Parents need to understand that they may be blocked from entering ParentConnect. For example: When teachers are inputting grades at the end of grading periods, parents may be blocked to prevent the network from crashing. Also, parents' access to final grades may be blocked until final report cards are run.
- Parents need to understand that the word OBSOLETE may appear on a contact's screen.
 1. This does not mean that a contact or phone number, etc. is obsolete; it simply means that the data will be displayed differently in the future. Please bear with us until the cleanup of this data is complete.
 2. No action is needed from the parent for the word "Obsolete."
- Parents will have some direct links to other areas in ParentConnect:
 1. Attendance – Sandy Faltynski, Attendance Secretary
 2. Cafeteria – Becky Marsh, Cafeteria – her e-mail will start with food_pr
 3. Demographics – Carol Lambert, Registrar
 4. Health Information – Bonnie Campbell, District Nurse
- If you are a parent with more than one child in middle and/or high school and you wish to sign up for a ParentConnect account sign up just once. The single account will allow you to access information on all of your middle and high school aged children. To simplify the process, only sign up at the school where

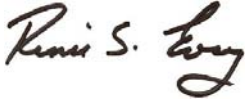
your oldest child attends. This will avoid the creation of multiple accounts and reduce the amount of duplicate communication.

Access Code, Password and Directions

- Parents will need to use the Internet to access ParentConnect. School District computers will **NOT** be able to access ParentConnect. If you do not have Internet access, it is suggested to utilize computers at the local libraries.
- Parents new to the system (or those who have misplaced the password) need to **email** prebleconnect@greenbay.k12.wi.us and request access code, password, and directions. (*****This is not a website – this is an email address.**)
 - Parents will need to **include the string “GBAPS” in the Subject Line of this email**. Including this string of characters will allow the message to bypass the district’s spam filter.
 - Parents need to include the following information in the e-mail:
 - **Parent Name** (Only one can be put here – each parent may share the account or each may have a separate account. If you want a separate account for each parent, two (2) e-mails need to be sent.)
 - **E-mail address** (Even if it is the same as the one you are sending the message from.)
 - **Child(ren)’s name**
 - **Phone number** (If we have any questions.)
 - After we receive your request via e-mail, we will mail home your access code, password, and directions.

For general questions or concerns, please contact me at 391-2400 or at revery@greenbay.k12.wi.us. Thank you!

Sincerely,



Renee Every
Associate Principal, Preble High School