ParentVUE 2.0
User Guide

Release 2019

June 2018
Logging In to Your Account

1. Open the web address provided by the school district.

2. Select the preferred language at the bottom, if necessary. The screen default is English.

3. Select an option: I am a parent >> OR I am a student >>.

4. Log in to your account. If you already have an account, enter the User Name and Password. Click Login.

If you forgot your password:

1. Click Forgot your password? Click here.

2. Enter the primary email address. A message is sent to that email address with the username and password information. If you encounter any issues, contact your school.

Check your Spam or Junk folders, if you do not see an email right away.
Overview

Parents and students access ParentVUE and StudentVUE using a web browser. A user name and password provide secure access.

ParentVUE

ParentVUE offers a single account to view school information for all siblings, regardless of the grade level or school of attendance. You log in once to see your children’s school information.

ParentVUE offers access to the student and classroom information and different types of communication from the school or district for each child. Parents see their children’s information only and cannot see other students’ information.

ParentVUE Home Screen

After logging on to the web portal or activating an account, parents see the Home tab of the ParentVUE portal.

1. The Navigation bar contains links to display records for the selected child.
2. Recent Events includes grading period dates, conference events, discipline events, school events, attendance notes, and nurse log notes. Click a link for more detailed
Parents use the focus menu to select from the children actively enrolled in the district.

The **My Account** tab accesses your account information.

The **Help** tab directs you to the Help screen, which contains information provided by the district.

The **Online Student Verification** tab allows you to verify your child’s information. For more information, visit [Online Student Data Verification](#).

The **Online Registration** tab opens Online Registration, if available. Online registration is open during registration in January.

All screens contain **Logout**, **Contact**, and **Privacy** links.

Your district might support additional languages. If so, select one at the bottom of the ParentVUE screen.

Changing the language at the bottom of the ParentVUE screen only changes the language on the interface. To change the language for email notifications, see Managing Your Account.

You can enable **Accessibility Mode**, if needed.
Viewing School Information

Click **School Information** on the Navigation bar to view a directory of the student’s school.

1. Click the **Website URL** to go to the school’s website.

2. Click the **Email** link in the School Staff Contact List to email a member of staff.

### School Information Page

#### SCHOOL INFORMATION

<table>
<thead>
<tr>
<th>Principal</th>
<th>School Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rob Wilson</td>
<td>Hope High School</td>
<td>4301 E Guadalupe Rd</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gilbert, AZ 85294</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Fax</th>
<th>Website URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>949-555-1212</td>
<td>949-555-1213</td>
<td><a href="http://www.hopehigh.edu">http://www.hopehigh.edu</a></td>
</tr>
</tbody>
</table>

#### School Staff Contact List

<table>
<thead>
<tr>
<th>Staff Name</th>
<th>Job Title</th>
<th>Phone</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aderson, Gordon</td>
<td>Teacher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Andrews, Mark</td>
<td>Teacher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arthur A. Andrea</td>
<td>Teacher</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Viewing Health Information

The Health page lists the student’s visits to the school nurse, their health conditions, and immunization record.

1. Click Health on the Navigation bar.

2. Click Immunizations to view the Immunization Summary. This displays a record indicating compliance and non-compliance for immunizations.
Viewing Course History Information

The Course History page displays all of a secondary student’s courses, the grades received for all years and all schools, the cumulative GPA, and graduation ranking.

1. Click Course History on the Navigation bar.

   ![Course History Page]

   The Mark column displays an indicator when a student withdraws from a course.

2. Select Detail to view additional detail for Graduation Status, Test Requirements, or Student Course History.
3. Select **Detail** in the Student Course History section. Each course displays with the **Mark earned**, **Credit Attempted**, and **Credit Completed**.

![Student Course History]

The Graduation Status section provides detailed credit and test requirement information, if appropriate to the student’s school grade level. This is the same information that displays on the student’s transcript.

Viewing Attendance Information

1. Click **Attendance** in the Navigation bar.
2. Click the right or left arrows to scroll between months, or select the **Focus** menu to select a month to view.
3. Hover over a course in the Totals by Course section to view absence details.
4. Select **Detail** in the Days of Attendance section. The icons indicate the attendance information for that period and date.

Use the second scroll bar to scroll down to the bottom to see all classes.
Viewing the Class Schedule

1. Click Class Schedule in the Navigation bar.
2. Click the Term abbreviation (for example, 1st Qtr, 1st Semester, 3rd Qtr, 2nd Semester) to view a different semester's schedule.
   - The schedule lists the Period, Course Title, Room Name, and the Teacher for each class.
   - The staff member associated with the incident displays as a communication link.

Elementary schedule information typically displays only one course in the class schedule, labeled with the student's grade.
Viewing Report Cards

Select **Report Card** on the Navigation bar to view the Report Card page to see grades for each term and progressive periods.

Only current year report cards are visible at this point. Last year’s report cards are in the Documents tab.

![Report Card Page](image)

- Select **Click here to view report card for <<term/period>>** to print the report card for the current term or period. This only displays if a PDF report card is available for the term.

  First semester grades will not appear if the second quarter is not finished. Click back to the 1st quarter to see your child’s current grades.
**Viewing Grade Book**

1. Click *Grade Book* on the Navigation bar to show grades for each grading period and progress period. The screen opens to the current grade period.

2. Click any available quarter or progress period to view another summary.

3. Click a *Subject* or *Course Title* link. The Assignment View displays the assignments for the class. The Category Weighting graph shows the assignment type, current grade, and percentage of grade.
4. Click an Assignment. The Assignment Detail screen displays.

- Assignment Detail – The summary displays the information for the assignment, including the **Course**, **Period**, and **Teacher**.
- Standards – Standards associated with the assignment display in this section, if available. See Standards View.
- Resources – Electronic files or links to a website display in this section, if available.
- Digital Drop Box – Electronic files posted for the assignment display in this section.
Viewing Messages or Alerts

Messages

Click Messages in the Navigation bar. This page displays important district/classroom messages and emails.

- The number of unread messages displays on the Navigation bar.
- Read messages display with an open envelope.
- Unread messages display with a closed envelope.
- Select the message to view the details.
- Click the X to remove a message.

<table>
<thead>
<tr>
<th>MESSAGES</th>
<th>Date</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>04/26/2018</td>
<td>Survey: Jen Wonders: Jen Wonders:</td>
</tr>
<tr>
<td></td>
<td>07/11/2017</td>
<td>Survey: After School Locations: After School Locations</td>
</tr>
</tbody>
</table>

After opening and viewing the message, the message will DISAPPEAR in two weeks.

Sending Emails to Teachers

You can send email to teachers and staff by clicking the Email icon next to their name.

A message compose window opens in your designated email program, such as Microsoft Outlook.
Viewing the Calendar

Click Calendar in the Navigation bar to open the student's calendar. This page displays the important details of the school day, such as graded and non-graded assignments for the selected student.

1. Use the options at the top of the calendar to filter the information displayed by Teacher/Class, Assignment Type, and whether the assignment is Missing, Due, or Scoreless.

2. Click the Day, Week, or Monthly icons to change the view. The calendar displays Monthly by default.
   - The Weekly view lists all assignments for the week. To scroll forward or backward, click the arrows next to the name of the week.

   - The Daily view lists all assignments for the day. To scroll forward or backward, click the arrows next to the name of the day.

3. Select the Month to view, or use the arrows to move forward or back through the calendar.

4. Click the Week icon to see the details for a specific week.

5. Click the icon in the top-left corner of the calendar to return to today's date.
Managing Your Account

The Account Information page differs between parents and students. Both screens allow you to change your password, add additional email addresses, and view your login history. Parents can define which type of emails to receive, how often they want to receive them, and other information as the district permits.

To change your home address, phone number, and primary email, use the Online Student Data Verification tab. Changes are reviewed and approved by office personnel.

ParentVUE Account Information Page

1. Select the My Account tab.
2. Make updates to your account as needed.
   - Click Change Password to change your password.
   - Decide which notifications to receive and how often in the Auto-Notify section. These are email notifications. You can sign up for attendance alerts and weekly grade book summaries.
   - Add or edit additional email addresses.
   - Change your First Name, Last Name, Employer, and Primary Language if available on the screen.
   - View Acknowledged Documents.
   - Click Update Account.

The password reset link will no longer work after 20 minutes from the time you receive the password reset email. In this case, you will need to request another password reset.