Parent Portal Reference Guide

This guide provides step-by-step instruction for parents to login and use the Parent Portal. If you have questions about your child's grades, attendance or your account information, please contact your child's school. If you require assistance logging in, please go to the Parent Portal Support site or send an email to PortalHelp@leonschools.net.

Sign In

You must open an Internet browser before you can sign in to the Parent Portal. Common browsers include Internet Explorer, Chrome, Firefox and Safari.

Step 1. Open a browser.
Tip: *You probably have one of the following icons on your desktop.*

Step 2. Enter the Parent Portal web address http://www.leonschools.net/parentportal in the address bar.
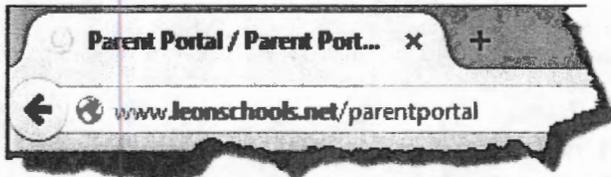
Step 3. Click on the **Parent Portal** login on the right side of the screen to check your child's grades.
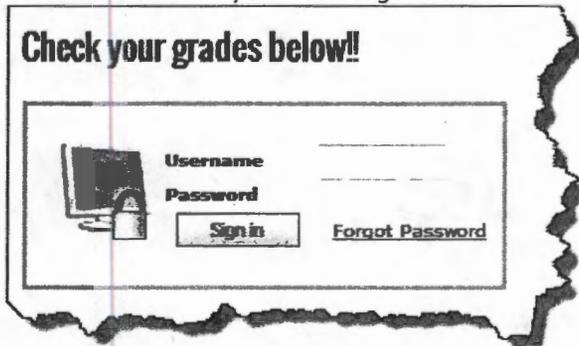
If you are new to LCS; you will receive your **user name** and **password** from your child's school. Returning LCS parents will use the same user name and password as last year.
Note: *If you have multiple students attending participating schools, each student will require a unique user name and password. We apologize for this inconvenience.*
Step 4. Enter your **User name.**
Step 5. Enter your **Password.**
Step 6. Click **Sign In.**

Grades

When you first log in; the page displayed is the "Grades" page.

The Grades page provides the grading period score for every grading period that your child is actively enrolled in for each course. Courses are listed by period then alphabetically.

- o Period
- o Class Title
- o Teacher Last Name
- o Grading Period Scores

Gradebook
LCS Instructional Education

Leon County Schools | Gradebook v16.4x | Doc v1.0
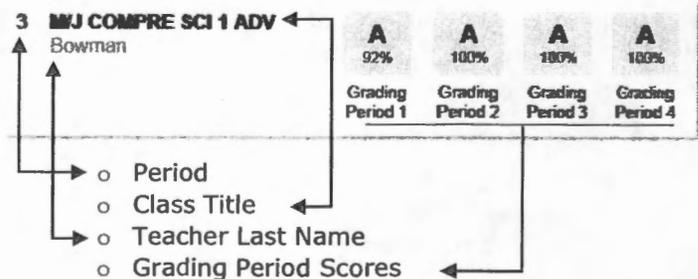
To see a detailed display of scores earned per assignment for each class during the selected grading period, click on the corresponding grading period score.

A
Grading Period 1
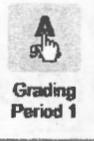
Assignments

The Assignments page displays information such as: overall grade, category information and assignment information.

Sign out

M/J COMPRE SCI 1 ADV 03
Bowman
Grading Period 1

A
92%

Assignments   Attendance

Categories

Assessments
70% of grade   288 / 310   **A** 93%

Classwork/Homework
30% of grade   300 / 331   **A** 91%

Assignments

29 Chapter 10 Lesson1 Foldable
Classwork/Homework   / 20

25 Chapter 9 Test
Assessments   85 / 100   **B** 85%

24 Using the Microscope Lab
Classwork/Homework   0 / 30   **F** 0%

21 Scientied Report
Assessments   100 / 100   **A** 100%

Scientied Sharing
Classwork/Homework   10 / 10   **A** 100%

Fish Activity   100 / 100

Categories will be displayed first if your child's teacher uses categories for the corresponding course.

Categories

Assessments
70% of grade   288 / 310   **A** 93%

Classwork/Homework
30% of grade   300 / 331   **A** 91%

- o Pie chart representing the category weight *(weighted categories only)*
- o Title/Description of Category
- o Weight *(weighted categories only)*
- o Total Points Earn/Possible for category
- o Overall Score of Category

Individual assignments will be listed sorted newest to oldest by due date.

Aug 27 **NOS 11 # 1-8**
Classwork/Homework   10 / 10 x10   **A** 100%

Ob-Scertainer Activity
Classwork/Homework   4 / 5   **B** 80%

The due date, title, category and grade comment will be listed first.

Sep 15 **Ch 9 Lesson 1 Foldable**
Classwork/Homework
This is a Grade Comment!

To the right, the assignment's total points earned/possible, weight *(if not equal to 1)*, letter grade and numeric score will be displayed.

10 / 10
x10   **A** 100%

Other information for assignments include:

Absence indicator *(your child was absent on the day the assignment was due)*

May 19 absent

Past Due assignments

past due
48
days

The last item to be listed on the Assignment page are teacher notes. The teacher's message will be listed in italics below the title of the class note.

Sep 17 **Science Class NOTE**
This is a note in Science for   !   Note

Attendance

Class Attendance may also be viewed by clicking on the attendance tab from the Assignments page.

M/J COMPRE SCI 1 ADV 03
Bowman
Grading Period 1

A
92%

Assignments   Attendance

Note: *Only students enrolled in period attendance schools (secondary) will have accurate class attendance displayed for each class. Students enrolled in daily attendance schools (mostly elementary) may only view accurate class attendance from the homeroom class.*

At the top of the class attendance page is an overall look at your child's attendance for that class up to the current date, including totals for attendance types.

M/J COMPRE SCI 1 ADV
Bowman
Grading Period 1

Assignments   **Attendance**

2015-2016
7 absences 1 unexcused
3 tardies 1 unexcused

Aug   Sep   Oct   Nov   Dec

Jan   Feb   Mar   Apr   May
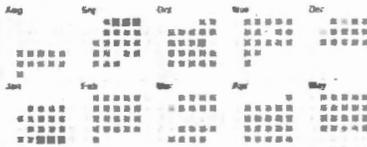
■ Red squares represent days **absent**
▨ Yellow squares represent days **tardy**
▨ Green squares represent days **present**

Attendance marks with detailed information will be listed below the calendar. The attendance marks will be listed newest to oldest by calendar date as well with month to month totals.

May 26	03 M/J COMPRE SCI 1 ADV Tardy Excused T

Bowman
Library pass

- o Date
- o Class title
- o Teacher name
- o Attendance code description
- o Attendance code
- o Attendance comment

Click Attendance on the left menu to view the Attendance Summary page. The Attendance Summary page displays all attendance across all courses up to the current date. The layout of this screen is very similar to the Class Attendance page. An overall look of attendance is listed at the top and below is listed each attendance mark's details.
Note: *Students who are enrolled into daily attendance schools will only see a single attendance mark per day.*

Grade 6

SUMMARY
Activity
Grades
Attendance
Schedule

Attendance Summary

2015-2016

Schedule

Click Schedule on the left menu to view your child's current class schedule.

Grade 6

SUMMARY
Activity
Grades
Attendance
Schedule

The Schedule page displays the following information:

- o Class period
- o Course name
- o Teacher (email hyperlink)
- o Room number

Schedule

01	M/J BAND 1	2110
	Dunaway	
02	M/J LANG ARTS 1, ADV	5114
	Graham	
03	M/J COMPRE SCI 1 ADV	5117
	Bowman	
04	M/J MATH 1 ADV	5110
	Loggins	
05	M/J WORLD HIST ADV	5109
	Ardley	
06	M/J PERS CAR SCH 1	3111
	Lynch	

Activity

Click on Activity on the left menu to view the Activity page.

Grade 6

SUMMARY
Activity
Grades
Attendance
Schedule

The Activity page displays a list of assignments that are overdue as well as upcoming assignments.
Note: *An overdue assignment is defined as an assignment due before the current date, with "missing" letter grade entered (Z).*

11	Gizmo on Distance vs. Time M/J COMPRE SCI 1 ADV	
12	Ch 15 Lesson 2 Diagram M/J COMPRE SCI 1 ADV	past due 2 days
20	Exam M/J COMPRE SCI 1 ADV	6 days left

- o Ungraded Assignment
- o Past Due Assignment ("Missing" Z score entered)
- o Upcoming Assignment

Profile

To change your password or add an email address to your Parent Portal account, click on **Profile** on the left menu.
Note: *If you change or update any phone number, your student's official records are not updated. Please contact your child's school to officially change contact information.*

Grade 6

SUMMARY
Activity
Grades
Attendance
Schedule

OPTIONS
Profile
Email Subscriptions

Type your email address into the email text box. Before saving, you have to set one email address as Primary by clicking on the radial button beside "Primary". Click the **save** button when done.

Note: You must <u>save</u> your email address before you can receive password reminders or email subscriptions.

To change your password, click on the **Password** tab.

Then enter your old password, new password, and re-enter your new password. Click **Change**. (*Note: Your password must be at least 6 characters long.*)

Email Subscriptions

Please click on **Email Subscriptions** on the left of your screen to setup email subscriptions (*you must subscribe each school year*).

OPTIONS

Profile

Email Subscriptions
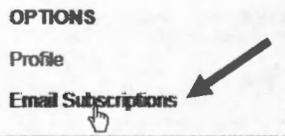
You may receive an error indicating you don't have an email address. You must follow the steps of saving an email address to your profile before you can subscribe to email subscriptions.

In the top section of the Email Subscriptions page you have a choice of different subscription types.

o **Unexcused Absence Notice & Excused Absence Notice** will send you an email to your chosen address any time your child has been marked with an unexcused or excused absence code.

o **Attendance Summary** will display a detailed list of attendance information for the current school year up to the day of the week you've selected to receive the subscription.

o **Grade Summary** report only displays the current overall grading period grade.

o **Assignments** will display the score for every assignment in each class for the current school year.

To **subscribe**, check the box beside the desired report and ensure that one of the "Home", "Work", or "Other" email choice is also checked. Remember to check the box beside the desired day you wish to receive the report for the weekly email subscriptions. Then click the **save** button.

In the **Choose Classes** area you have a choice of receiving an email notification for each selected class if your child's "grading period" grade falls below the selected grade criteria.

To **subscribe**, simply check the box beside the desired classes. Then use the drop down box and select the grade criteria that will trigger an email notification. Please ensure that one of the email choices is checked for each class you first selected. Then click the **Save** button.

Sign Out

When you have finished reviewing information, be sure to click the **Sign out** link found at the top of the Parent Portal window.

Gradebook
LEON COUNTY SCHOOLS
LCS Instructional Education