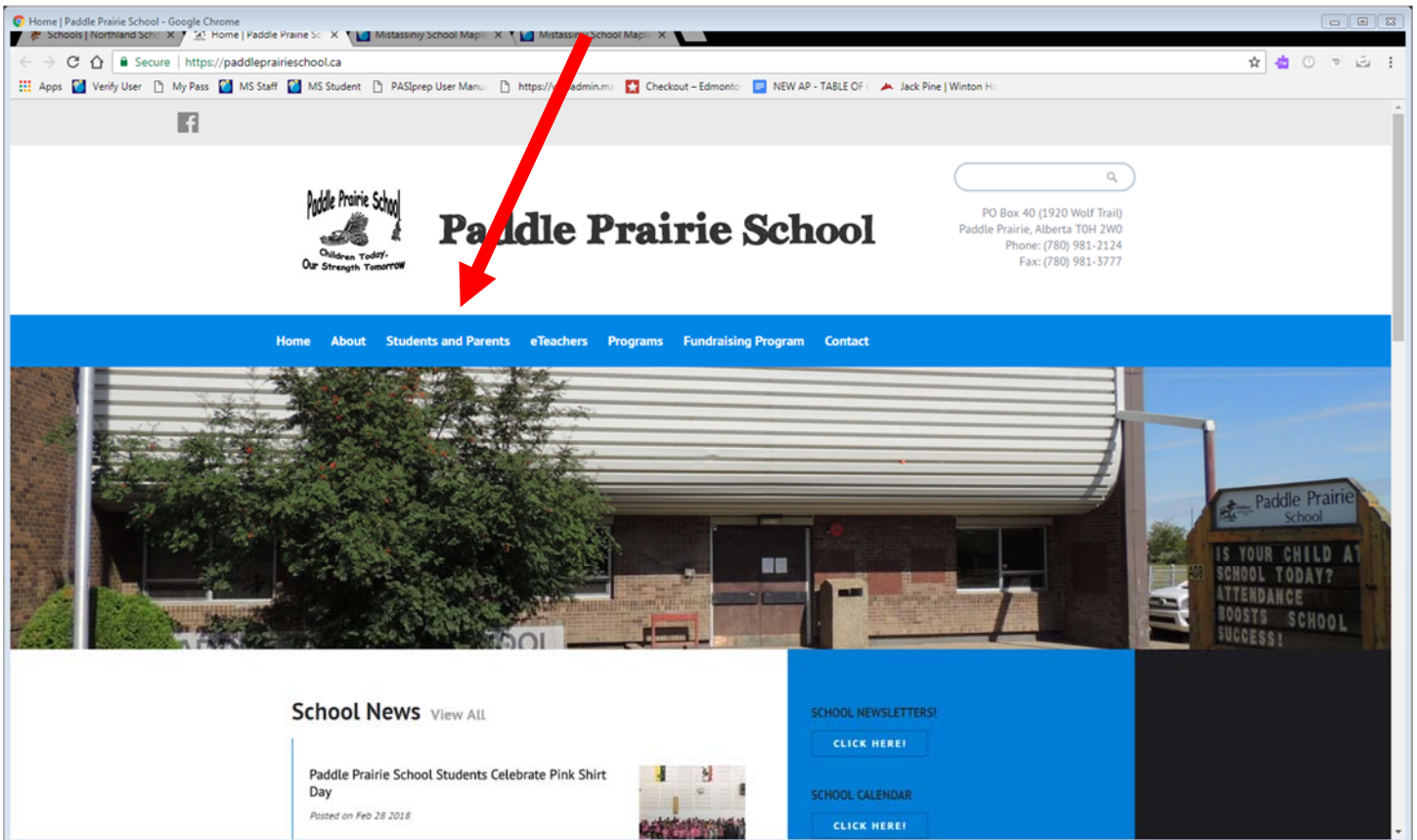


## Parent Portal for Students in Grades 7 to 12

Looking for an easier way to track student progress? The website portal Maplewood connectED is now available for junior high/senior parents and guardians! The portal allows parents and guardians to track student attendance, marks and homework assignments. Follow instructions below.

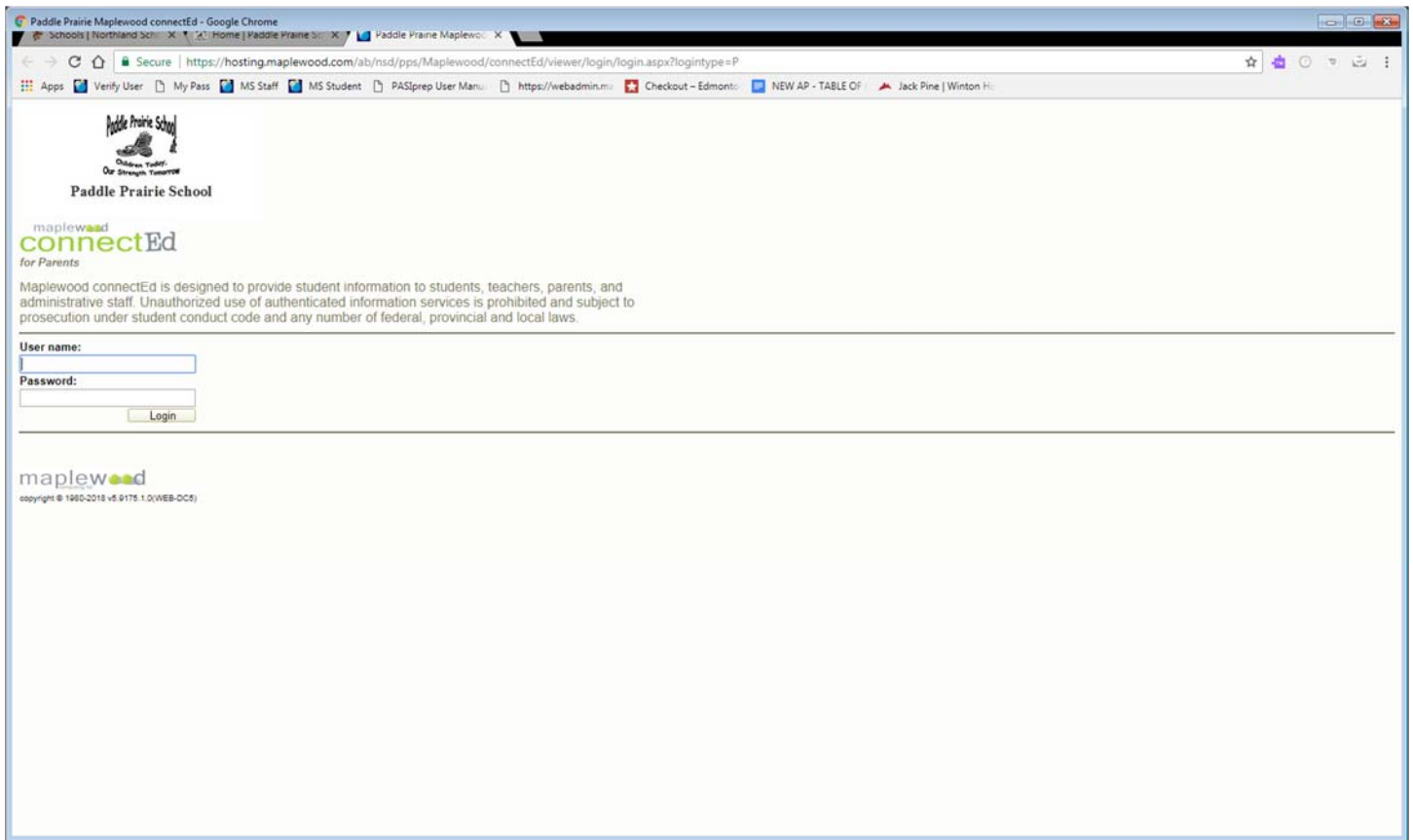
To access your child's marks/information please go to the schools website [www.paddleprairieschool.ca](http://www.paddleprairieschool.ca). Click on the **Students and Parents** Quick Link.



The screenshot shows the homepage of Paddle Prairie School. At the top, there is a search bar and contact information: PO Box 40 (1920 Wolf Trail), Paddle Prairie, Alberta T0H 2W0, Phone: (780) 981-2124, Fax: (780) 981-3777. The navigation menu includes Home, About, Students and Parents, eTeachers, Programs, Fundraising Program, and Contact. A red arrow points to the 'Students and Parents' link. Below the navigation menu is a large banner image of the school building. The main content area features 'School News' with a link to 'View All' and a news item titled 'Paddle Prairie School Students Celebrate Pink Shirt Day' posted on Feb 28 2018. To the right, there are buttons for 'SCHOOL NEWSLETTERS!' and 'SCHOOL CALENDAR', both with 'CLICK HERE!' links.

**Step 2:** Log onto the Maplewood connectEd site.

<https://Hosting.maplewood.com/ab/nsd/pps/Parents>



The screenshot shows a web browser window displaying the login page for the Maplewood connectEd system. The page features the Paddle Prairie School logo at the top left, with the motto "Children Today! Our Strength Tomorrow!". Below the logo is the "maplewood connectEd for Parents" branding. A paragraph of text explains that the system is designed to provide student information to students, teachers, parents, and administrative staff, and that unauthorized use is prohibited. The login section includes a "User name:" label, a text input field, a "Password:" label, another text input field, and a "Login" button. At the bottom left, there is a copyright notice: "maplewood copyright © 1960-2018 v5.0176.1.0(WEB-DCS)".

Login using the username and password that has been emailed to you from your child's school.

**If you did not receive an email:**

1. Check your Junk mail folder.
2. Check with the school that they have your correct email address.
3. Ask the school to print it out for you.

## Maplewood connectEd user guide for parents

The first screen you will see when you log in is the home screen. The home screen shows a summary of the commonly used information like attendance totals, marks and homework assignments.

Information on this student can be found under the various menu items. The school controls which menus you are able to see but information is available on timetables, marks, attendance, personal/contact information, transcripts.

To find Today's Attendance, choose Attendance – Today (if available) from the menu bar. In a secondary school, you will be able to see what the office has entered as well as what the teacher has entered, and if the student has signed in or out of any classes. In an elementary school the attendance is done for the morning and afternoon and you will be able to see what the student's attendance is for those time periods.

To see the student's marks, choose Achievement – Marks and Comments (if available) from the menu bar. Below is an example of what it might look like:

Class: SCH4Ca - Chemistry - College Preparation    *Mr. Hurd*  
 Include Dropped Classes

Topic	Marks		Comments
	S1 First	S1 Final	Select Term: S1 First
Grade	85.471	85.471	<u>Rufa is always quick to contribute to class discussions and provides meaningful insight into the top...</u>
Interview Requested	N		
Learning Skills and Work Habits (9-12)			
Responsibility	E		
Organization	E		
Independent Work	G		
Collaboration	S		
Initiative	N		
Self-Regulation	S		

- Choose a different class from the dropdown to see marks and comments for that class.
- Choose the grid icon beside the mark to see the mark book associated with that mark. The mark book consists of all assignments, tests, labs, etc. that the teacher has set up and published.
- Choose a different term under the Comments column to see comments from that class from a different term.

### General Guidelines and Tips:

- Choose the Logout link in the top left corner of the screen, rather than just closing the browser. This ensures all connections are closed.
- Due to the possibly sensitive nature of the information available through the Maplewood connectEd website, you will be automatically logged out of your session if you leave the screen inactive for a specified amount of time. The school has defined this amount of time, and a Session Timeout counter is visible in the top right hand corner of the screen. The text is green at first but will turn bold black, then red and flashing as you get closer to being timed out.
- When new features are added to the Maplewood connectEd system, a Usage Hint will appear, giving a short description of how it works. E.g.:

Once you have read the message, check the “Don’t show this message again” box. To reset all usage hints, go to the My Profile link at the top of the screen and choose the button “Reset Usage Hints”. Please note, you cannot edit your children’s information. Contact the school if you feel that the student information is incorrect and needs to be changed.

### **Who to contact for help?**

Please contact the school at 780-981-2124 or email [mwreset@nsd61.ca](mailto:mwreset@nsd61.ca).