

2008


**Richland School District
One**



**PARENT CONNECT^{XP}
PARENT ACCESS
USER GUIDE**

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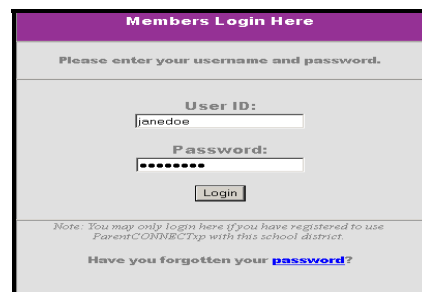
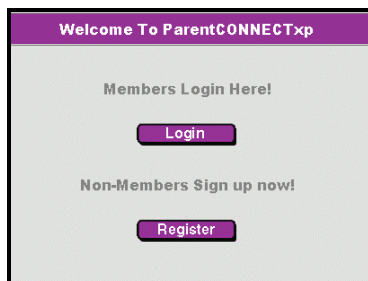
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 ***For security and privacy purposes, all personal student information (i.e., phone numbers, addresses, health records) are not available on the website.***

Logging In

Once you have registered, the school administration will provide you with your ID and password information. Please allow 3-5 days for processing. **PLEASE DO NOT submit another online form as this creates duplicates and will delay the setup process.**

1. **After** receiving a User ID and password, logon to Parent Access by opening the following website: <http://paweb1.richlandone.org/>.
2. Select **Login** and enter the **User ID** and **Password** provided to you from the school.



Help, Settings and Changing your Password

On the top right of every screen is a user “**Help**” button, which provides brief information regarding the screen currently displayed.



Select the “**Settings**” button to change your password, modify your information or elect to receive system notifications when certain events occur.

To change your password, complete the following:

1. Select the **SETTINGS** button.
2. From the **Settings** page, enter and confirm your new password.
3. Select the **Apply** button at the bottom of the screen to submit your changes to the school. Remember, your password **must** contain at least **six** characters.

Home Page

The **Home Page** is a brief summary of selected information accessible to the user. There are several major categories of information such as student information, school information, assignments, etc. displayed as pencils on the left side of the screen.

To jump to one of the designated categories, simply select the appropriate “pencil”. Sometimes all of the information may be displayed on one page - other times, the user can select the hyperlinks or buttons to view more detailed information.

The screenshot shows the ParentCONNECTxp interface. On the left, a vertical sidebar labeled "Pencil Categories" contains icons for Student Info, Assignments, Grades, Not Used, Attendance, Not Used, and School Info. The main content area features a "Hyperlinks" section with a "Last Updated: Oct.30 2008 2:33AM" timestamp. Below this, there are two student profiles. Each profile includes a "Student Name" link and summary statistics for Assignments, Grades, Attendance, and Discipline.

Student Name	Assignments	Grades	Attendance	Discipline
Student Name	4 assignments due this week	Current GPA: 3.667 Class Rank: 1 of 315	No tardies or absences reported this week	No incidents reported this week
Student Name	4 assignments due this week	Current GPA: 4.000 Class Rank: -	Excused Absences-1 this week	No incidents reported this week

1. To immediately obtain information concerning a student's *Assignments*, *Grades*, or *Attendance* records, select the *Assignments*, *Grades*, or *Attendance* hyperlinks located to the left of the student name.
2. When selecting the student's name (which is displayed as a blue underlined hyperlink) the system displays the selected student's Report Card grades by default. (see page 3 for more information on this screen)

Viewing Assignments (Current Grades/Schedule)

To view assignments, current grades or your student's schedule, select the Assignments pencil from the Home page. The default Time Period is "Today & Tomorrow", to change this, select from the drop-down list choices

✍ The assignments and current grade information displayed in Parent Connectxp are accurate provided that the teacher's gradebook information is current and accurate.

For current grades complete the following steps:

1. From the Home page select the **Assignments** pencil icon and scroll up and down to review them.

The screenshot shows the ParentCONNECTxp interface for Richland County School District One. The 'Assignments' tab is selected. A 'Schedule' button is highlighted with a callout box. A 'Time Period' dropdown menu is also highlighted with a callout box.

Course	Period	Assignment	Type	Score	Due	Remark	Teacher
SPANISH I	04	VOCABULARIO SCHOOL	Daily Work	25/25	10/28/2008	-	Palome, Moriana
SPANISH I	04	power point	Major Assessments	90/100	10/23/2008	-	Palome, Moriana
BIOLOGY I	02	District Minimum Grade	*bonus*	/0	10/23/2008	-	Boland, Bonzate
BIOLOGY I	02	Nine Week Homework Grade	Major Assessments	48/100	10/23/2008	-	Boland, Bonzate
SPANISH I	04	participation oct 14-24	Major Assessments	85/100	10/22/2008	-	Palome, Moriana

2. To view the student's current class schedule, select the schedule button.

The screenshot shows the ParentCONNECTxp interface for Richland County School District One. The 'Schedule' tab is selected. The 'Schedule' button is highlighted with a callout box.

Course	Course Title	Current Grade	Teacher
331000CW	WLD GEOGRAPHY	27	Hare, P
301100CW	ENGLISH I CP	73	Ford, K
365100CW	SPANISH I	93	Palome, M
08940009	9TH HOMEROOM	na	Zimmerman, B
344120CW	PP/LA VOLB/TEN	94	Moore, P
411177CW	ALGEBRA I	92	Bell, A
459911CW	BRDCST JOURNAL I	94	Brothers, K
510000CH	KEYBOARDING	na	Mickens, T
322100CW	BIOLOGY I	91	Boland, B

Viewing Grades (Grade History)

Richland School District One – Parent Access User Guide

PEARSON Education Technologies

ParentCONNECTxp™

Choose Student: [Student Name]

Richland County School District One
A.C. Flora High School

Home
Settings
Help

General Report Card Transcript GPA/Rank Course History

Student Info
Assignments
Grades
Not Used
Attendance
Not Used
School Info

First Quarter

Course	Course Title	Credits	Report Card Grade	Teacher
510000CH	KEYBOARDING	0	86	Mickens, T
365100CW	SPANISH I	0	93	Palome, M.
459911CW	BRDCST JOURNAL I	0	94	Brothers, K
08960009	9TH HOMEROOM	0	-	Zimmerman, B
331000CW	WLD GEOGRAPHY	0	97	Hare, P
322100CW	BIOLOGY I	0	91	Boland, B
411177CW	ALGEBRA I	0	89	Bell, A
301100CW	ENGLISH I CP	0	78	Ford, K
344120CW	PF/LA VOLB/TEN	0	94	Moore, P.

Select "Grades"

Select desired "Quarter."

To search for prior report card grades complete the following:

1. The **GPA/Rank** and **Transcript** information is not available, unless a process has been manually run at the school. The system default for each student is to display a "rank" of "1".
2. The **Course History** button from within the **Grades** display will show you only the courses for which your child receives credit. Therefore, you might find some courses not listed here.

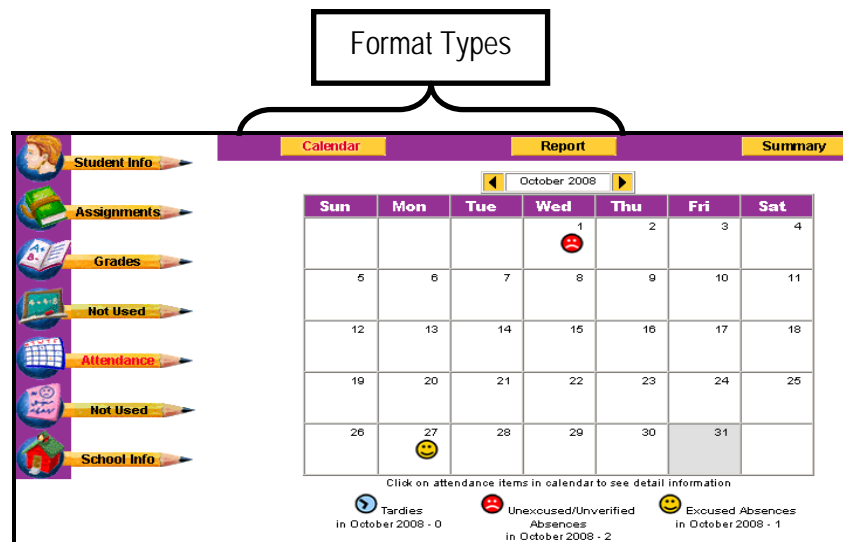
 **Check with the school administration regarding individual course credit.**

Viewing Attendance

On the attendance screen there are two format types; The Calendar format lists tardies and absences on a calendar page and the Report format itemizes tardies, absences and category totals in a report format. Using the arrows below the header bar, you can display a previous semester report card.

To view the attendance records complete the following steps:

1. Select *Attendance Pencil Category* from the Home page.
2. Select *Calendar or Report (text) format*.



Attendance Calendar Display Icons

