

Introduction to Educate: For Parents

Educate is the program that we will be using for you to access your students' information. The system will allow you to look at assignments and grades, report cards and attendance for your student(s), as well as looking at their profiles, schedule and course information. You must have access to the Internet to get to Educate.

Login

You will be provided a username and password by your child's school. You will use this information to log in and access your child's information. Please keep your username and password secure to prevent anyone else from accessing your child's school information.

1. Open the Educate website in your Web browser (e.g., Internet Explorer, Firefox, Safari).
💡 **HINT:** This URL should be provided by your school.
2. In the *Login to Educate* section, in the *Username* text box, type your username.

3. In the *Password* text box, type your password.
💡 **HINT:** Passwords in Educate are case sensitive.
4. Click *Sign In*.
You are logged into Educate and the *Home* page is displayed.

The Dashboard

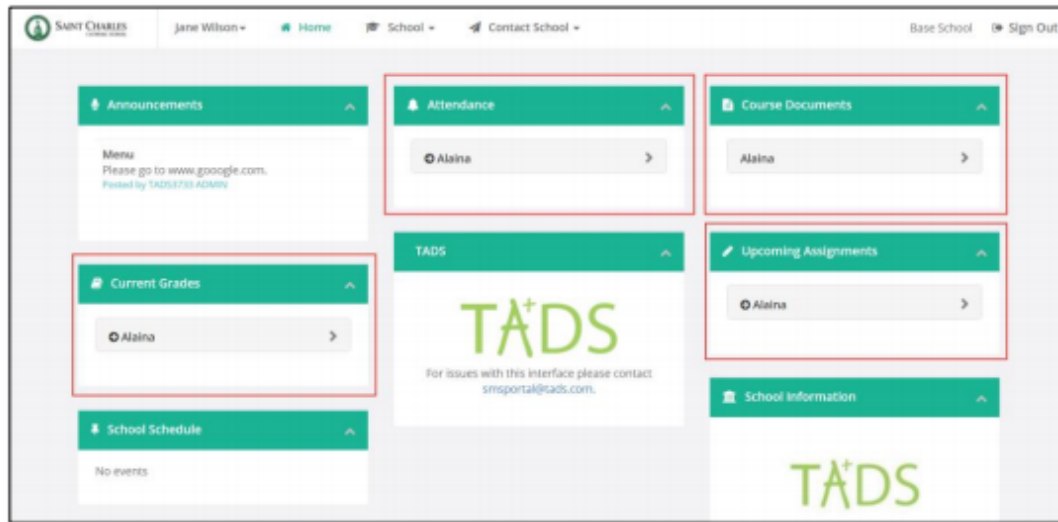
The Dashboard view allows you to customize your home page by adding and moving a variety of sections called "widgets." Each widget will display a specific type of information, and most will provide you with a snapshot of information about your student(s). In the image below, each section with a blue header is a specific widget.

To customize your Dashboard:

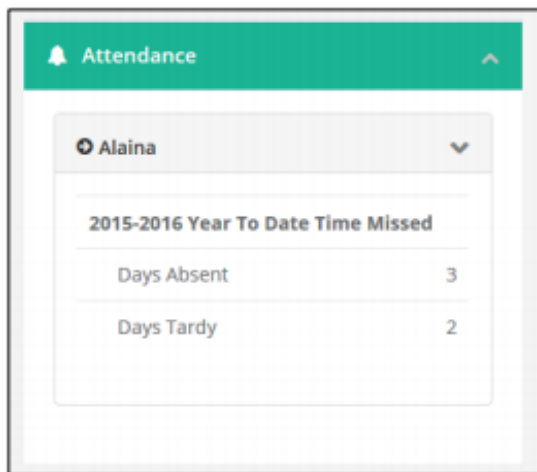
1. To move a widget, click and drag it to the new position.
📌 **NOTE:** When you release your mouse, the other widgets will move to make room for the one you just moved.


Viewing Student Information

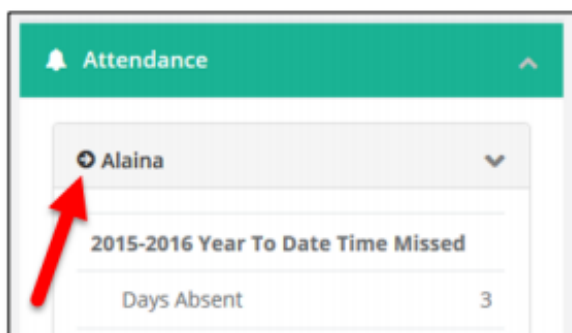
All student information is viewable from your home dashboard.



Click on your student's name to expand or collapse the information within that category.



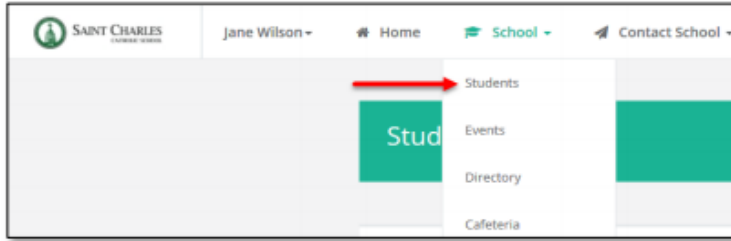
 **HINT:** Click on the black arrow next to your student's name to launch your student's profile.




OR

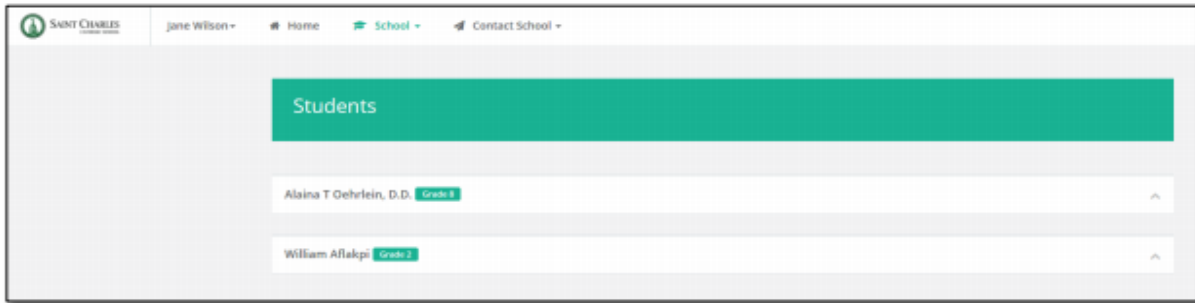
To view all student information.

1. Click on the *School* tab and select *Students* from the dropdown menu.



The Students page appears.

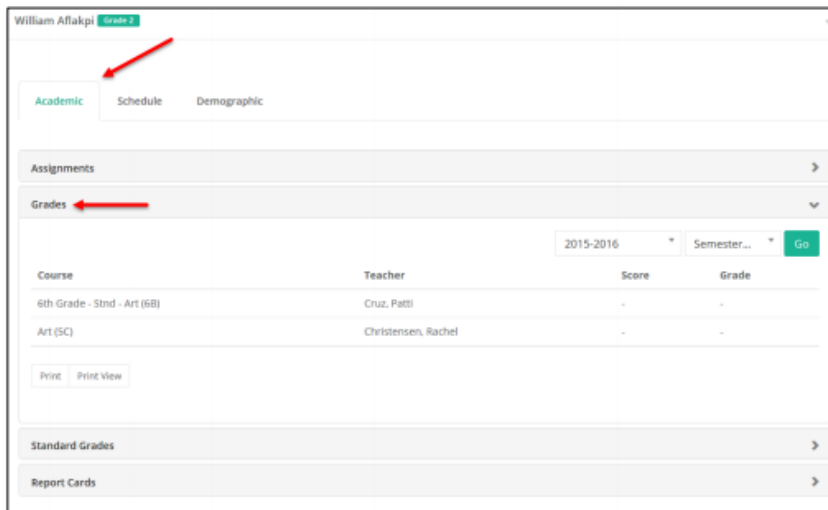
 **NOTE:** If you do not see the menu items across the top, you may need to access the profile page through this menu on the right hand side:



2. Click on a student's name to view information for that student.



3. Switch between menu items and select categories to view more detailed information.



Viewing Assignments

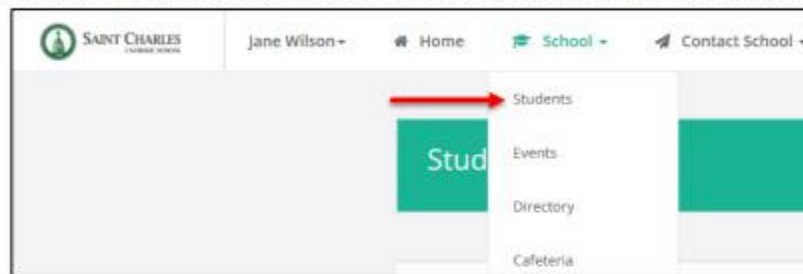
You can view a list of all assignments in the *School* tab.

1. Click on the Black Arrow next to your student's name.



OR

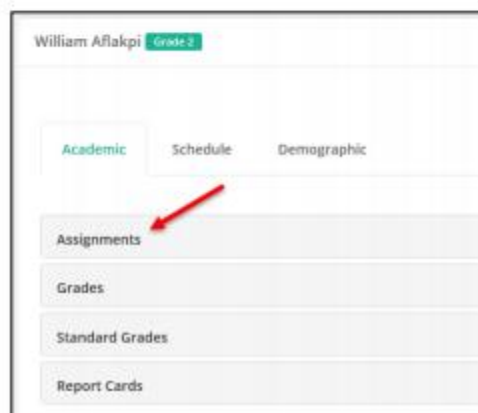
- a) Click the *School* tab and select *Students* from the dropdown menu.



- b) Click on the student's name.



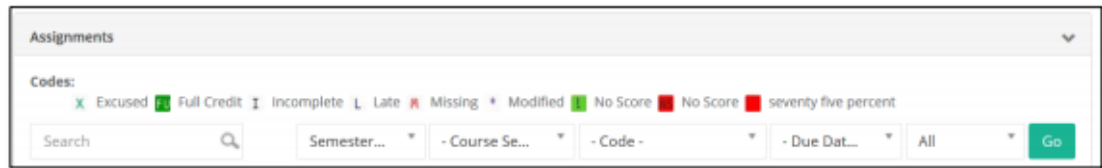
- c) Under the *Academic* tab, select *Assignments*.



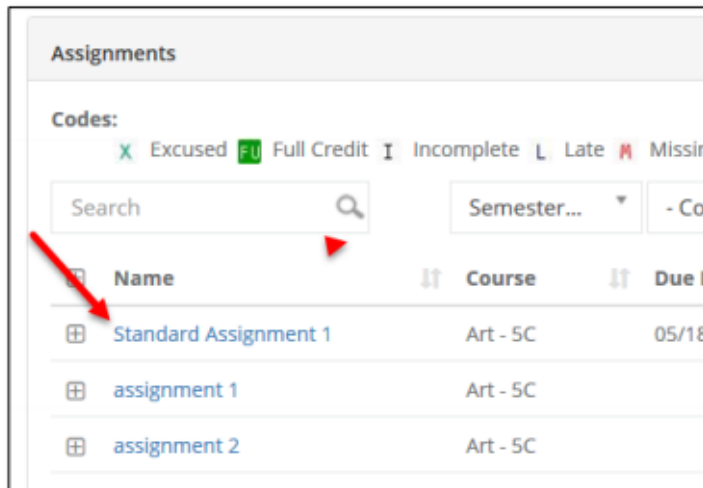
The *Assignments* page is displayed.



2. **OPTIONAL:** To view only specific assignments,
 a) Use the filter menu at the top of this section to select the type of assignments you want to view.



- b) Click *Go*.
 c) To view all assignments again, click *Clear*.
 3. To view more detailed information about an assignment, click on the assignment name.



The *Assignment Details* modal appears.

HINTS:

- For assignments graded with scores, you will see the grade in the *Grade* column. Clicking this grade will bring up a window with the grading scale being used.
- For assignments graded on standards, you will see the number of standards being assessed in the *Grade* column. Clicking this number will bring up a window listing the standards being assessed and the associated grade. From here, you can click the grade for that standard to view the grading scale.

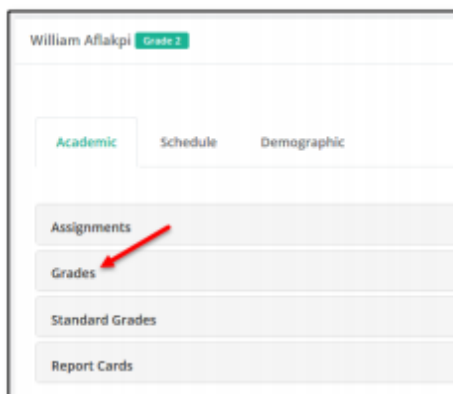
Viewing Grades

You can view your student's current grades for their classes as well as (if applicable) the standards they are being graded from and their grades for each assignment. Information for each of these items will be displayed on a different page within your student's profile section.

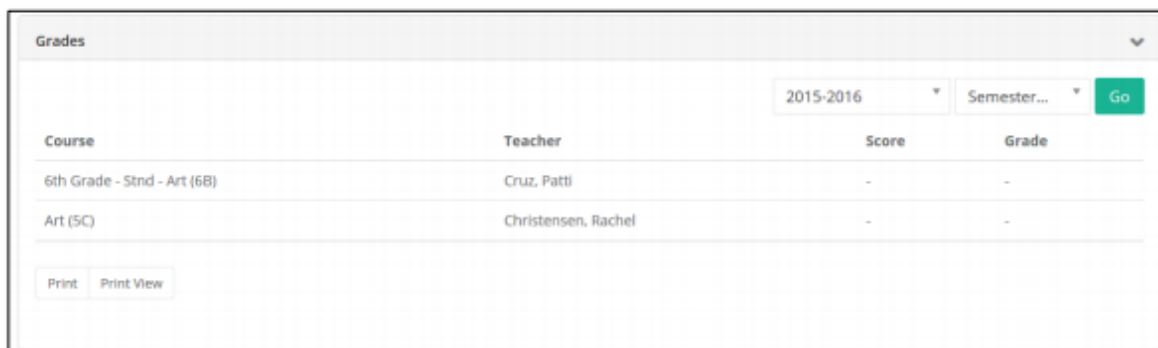
If you do not see these sections, your school may not send grade information through the Household portal. If you were able to see this information recently but do not currently, this may be because your school has updated their display options. Each school has a preference as to which grading and student information they display through the Household portal; they will generally inform you of how and when you can expect to see grades when this section is hidden.

To view currently calculated grades for your student's classes,

1. Open the student's profile.
The student's information page appears.
2. Click on *Grades*.

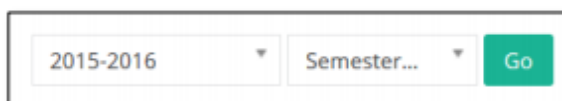


The *Grades* page is displayed.



| Course | Teacher | Score | Grade |
|-----------------------------|---------------------|-------|-------|
| 6th Grade - Stnd - Art (6B) | Cruz, Patti | - | - |
| Art (5C) | Christensen, Rachel | - | - |

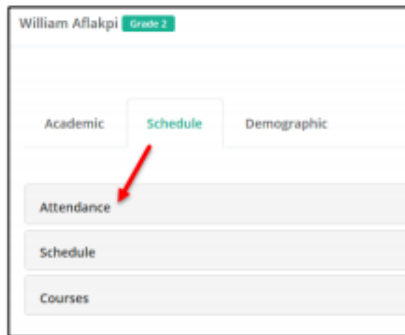
3. To view grades for a particular year or term, use the drop down menus above the grades to select the desired information and click *Go*.




Viewing Attendance

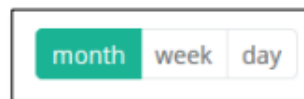
Educate allows you to see the attendance for every student within your household. This gives parents the ability to see their student's attendance record for the entire school year.

1. Open the student's profile.
2. Switch to the *Schedule* tab and select *Attendance*.



3. The student's attendance information appears.

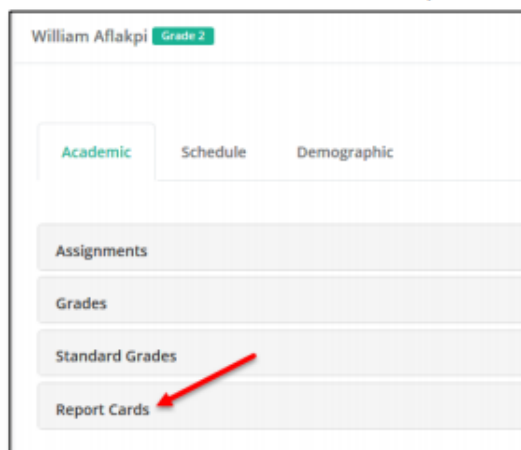
 **HINT:** You can switch between month, or week, or day views.



Viewing Report Cards

Educate allows you to view your student's report cards once the school has completed and published them. This allows you to access the report cards at any time after they are distributed and from any computer with an Internet connection.

1. Open the student's profile.
2. Under the *Academic* tab, select *Report Cards*.

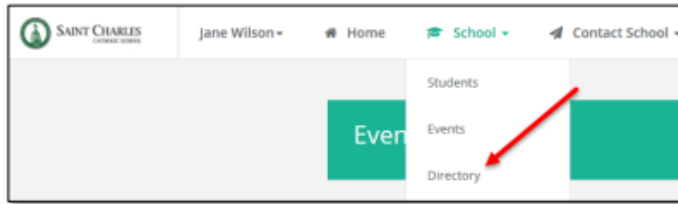


The student's Report Card information appears.

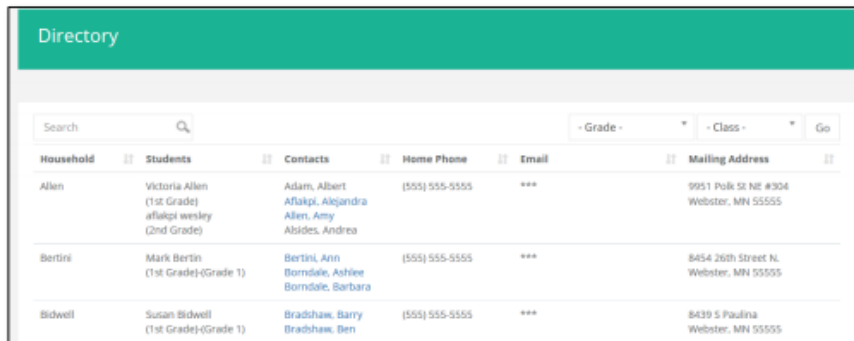
Viewing the Directory

Parents and school staff can choose to be included in a directory for the school, which you can view at any time. Please note that your school may or may not have a directory available for you. If you do not see the link under the *School* tab, the directory is not available.


1. Click on *School* and select *Directory* from the dropdown menu.

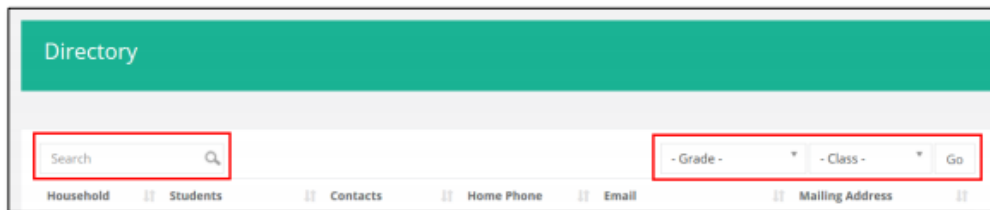


2. The *Directory* page appears.



| Household | Students | Contacts | Home Phone | Email | Mailing Address |
|-----------|---|---|----------------|-------|---|
| Allen | Victoria Allen (1st Grade) Alekaj wensky (2nd Grade) | Adam, Albert Afakps, Alejandra Allen, Amy Abides, Andrea | (555) 555-5555 | *** | 9951 Polk St NE #304 Webster, MN 55555 |
| Bertini | Mark Bertini (1st Grade)-(Grade 1) | Bertini, Ann Borndale, Ashlee Borndale, Barbara | (555) 555-5555 | *** | 8454 26th Street N. Webster, MN 55555 |
| Bidwell | Susan Bidwell (1st Grade)-(Grade 1) | Bradshaw, Barry Bradshaw, Ben | (555) 555-5555 | *** | 8439 S Paulina Webster, MN 55555 |

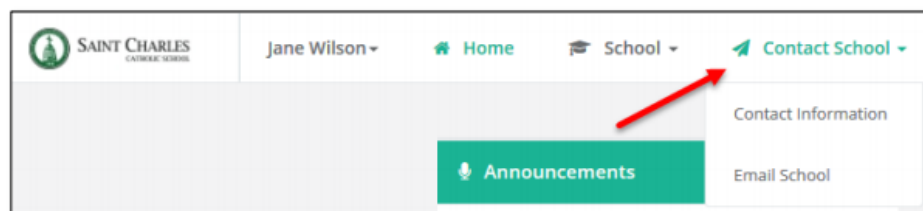
 **HINT:** You can search for a household or filter using the search criteria.



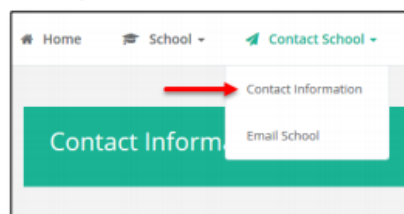
Contacting the School

You are able to contact your school administrator or look up their contact information through your household portal.

1. From the Educate home page, select the *Contact School* tab.



2. To view your school's contact information, select *Contact Information* from the dropdown menu.



**Sections of TADS original Parent Introduction to Educate document have been removed to accommodate the parent portal set up for All Saints Catholic School.*