Nova Scotia Public Education System

Parent’s Guide to the Student-Parent Portal

Quick Reference Guide

Revision Date:
September 27, 2013
The Student-Parent Portal is your gateway into the classroom of your student. The portal is a tool which should facilitate discussion between you, your child(ren) and their teachers. It is both a snapshot in time and an indicator of trends developing in your child(ren)’s attendance or achievement.

If you need to set up an account, please refer to the quick reference guide on the iNSchool website called *How to Sign Up for the Portal – for Parents & Guardians*. If you have an account, then log into the student-parent portal using your confidential user name and password.

If you have more than one child attached to your account, click on the name of the child you wish to view.

As you can see in the image below, there are a number of screens you may choose to view.
1  **IN-PROGRESS ACHIEVEMENT AND ATTENDANCE**

In-Progress Achievement & Attendance is the first page you will see when you log in to the student-parent portal.

1.1.1  **Attendance**

For each of your child’s courses, you have a snapshot of your child’s attendance for the current and previous week. The attendance codes are explained in the legend at the bottom of the screen. The ‘Absences’ and ‘Lates’ columns display the number of ‘absences’ and ‘lates’ in a course for your child. Click on the number to see more details.

Click on **Show dropped classes also** to see information on courses that your child(ren) dropped during the year. To return to current courses click on **Show only current classes**.
1.1.2 View Details by Assessment

Click on the word Assessment to see details regarding the assessments for a course.

- View Details by Assessment
  - **Course** is the name of the course in which your child is enrolled.
  - **Teacher** is the name of the teacher teaching the course.
  - **In–progress Mark** is the mark based on assessments to date. This mark will change as assessments are completed and marks assigned. *If you have any questions on how this mark is calculated, please contact the teacher.*
  - **Assessment and Evaluation Plan** is information the teacher has provided to describe the method by which the students will be evaluated.
  - **Individual Assessment Information** is a listing of all assessments for the course as determined by the teacher.
    - **Due Date** - The date the assessment is expected to be completed.
    - **Category** – Represents the organization of assessments within the course.
    - **Assessment** - The name of the assessment, click on the name of the assessment to see the Assessment Description.
    - **Codes** - An icon to indicate the status of the assessment, e.g., Collected, Late, or Missing. Refer to the legend at the bottom of the screen for more details.
    - **Mark** - Indicates the overall mark achieved by the student for the specified assessment.
• **Comment** - Hover your mouse over, or click the note icon, to view the comments entered by the teacher for the assessment.

Click on the name of an assessment to see a popup description of the assessment. In this example we clicked on the assessment called “Land Profile 1”.

**Assessment Description Popup**

- In the **Outcomes Assessed** section, the course outcomes associated to this assessment are listed. Teachers may assign an **Achievement Level** to indicate the degree to which students meet the outcomes.
- The **Achievement Levels** are explained in the legend at the bottom of the popup.
1.1.3 View Details by Course Outcomes

Click on the words Course Outcomes to see details on the outcomes tied to a course.

- **Course** is the name of the course in which your child is enrolled.
- **Teacher** is the name of the teacher teaching the course.
- **Assessment and Evaluation Plan** is information the teacher has provided to describe the method by which the students will be evaluated.
- **Course Outcomes Assessed** lists each outcome the teacher is evaluating in this course. Click on the Outcome ID to display what assessments were linked to this outcome.
2 ACADEMIC ACHIEVEMENT

This view in the portal will display, by year, all the courses your child(ren) has/have taken. This information aligns with the information that appeared on your child’s report card.

- **Academic Year** – the year in which the course was taken
- **Course** – the name of the course
- **Level** – the level your child was in when the course was taken, Elementary, Junior High or Senior High.
- **Term** – the term in which the course was taken, i.e., quarter one (Q1), term one (T1), semester one (S1), or full year (Y1). **F1 indicates the final Grade for the course.**
- **Grade** – the grades under each term indicate the grade earned in that term and the grade under the F1 column is the final grade for the course.

Click on any grade to bring up the Work Habits/Learner Profile for that course. A small “c” next to the grade indicates that the teacher has written a comment.
3 PROVINCIAL ASSESSMENTS

Nova Scotia Assessments gather information about student performance based on selected curriculum outcomes in reading, writing, and mathematics. The curriculum outcomes for each grade level and subject area can be found at https://sapps.ednet.ns.ca/Cart.

Nova Scotia Assessments are developed by the Evaluation Services Division at the Department of Education. Teachers from across the province are involved in the development and scoring of Nova Scotia Assessments.

More information about Nova Scotia Assessments can be found at http://plans.ednet.ns.ca/nova-scotia-assessments.

All assessments completed by your child will be listed on this page. Click on the name of the assessment to view the details.

4 ATTENDANCE HISTORY

On this screen you can view attendance for the entire school year. Once again there is a legend at the bottom of the screen to help you understand the attendance codes.

Click on any code for more details.

5 SCHOOL BULLETIN

Any bulletins posted by the school will be displayed on this screen.

6 CLASS REGISTRATION

The information presented for Class Registrations allows students, particularly in higher grades, to select courses for the upcoming school year. Generally, during the spring, students and parents are guided by the school on completing this online process for selecting courses. School staff will contact you when the class registration process is going to start.

7 STUDENT SCHEDULE

<table>
<thead>
<tr>
<th>Current Week Schedule:</th>
<th>Smith John Doe</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday</strong>  9/23/2013</td>
<td></td>
</tr>
<tr>
<td>08:00 AM</td>
<td>ARTIS VISUELS 11th Enbl 1 2014 09:00 AM - 10:00 AM</td>
</tr>
<tr>
<td>10:00 AM</td>
<td>ENGLISH 10 PLUS Teacher 3 10:00 AM - 10:50 AM</td>
</tr>
<tr>
<td>11:00 AM</td>
<td>MATHEMATICS 10</td>
</tr>
</tbody>
</table>

| **Tuesday**  9/23/2013 |             |
| 08:00 AM | MATHEMATICS 10 |
| 10:00 AM | ENGLISH 10 PLUS Teacher 3 10:00 AM - 10:50 AM |

| **Wednesday**  9/23/2013 |             |
| 08:00 AM | ARTIS VISUELS 11th Enbl 1 2014 09:00 AM - 10:00 AM |
| 10:00 AM | ENGLISH 10 PLUS Teacher 3 10:00 AM - 10:50 AM |

| **Thursday**  9/23/2013 |             |
| 08:00 AM | MATHEMATICS 10 |
| 10:00 AM | ENGLISH 10 PLUS Teacher 3 10:00 AM - 10:50 AM |

| **Friday**  9/23/2013 |             |
| 08:00 AM | SCHEDULING NEED |
8 Email Teachers

From this screen you select the teacher or teachers you want to communicate with.

- Put a check next to the name of the teacher(s). You can use the check all or uncheck all to manage your list.
- Once teachers are selected, click on the box create email list, this creates a list of all the emails in the text box.
- Copy the list in the text box and paste it into your email program. From your email program, create and send your message.

9 School Information

This screen displays the contact information for your child’s school including school name, school address, phone and fax numbers, and a map, if available.

10 Account Preferences

Profile Tab: This screen allows you to edit your name, e-mail address, username or password.

Students Tab: This screen allows you to add a new student to your account. An ‘Access ID’ and ‘Access Password’ are needed to complete this step which is provided to you by contacting your child’s school.
11 View Grad Progress

The Graduation Progress page is a snapshot of a student’s progress towards acquiring the credits needed for graduation. You will be presented with a “real time” view of the graduation progress of your child (ren).

If you have questions/concerns, please contact the guidance staff at your child(ren)’s school to discuss.