

## Navigating Through the Parent Connect System

**DO NOT** use your browser's "Back" or "Forward" buttons to move from one screen to another in the Parent Connect system. In order to navigate through the system, use the tabs along the top menu bar. Where a "Return" tab or button is available, the system will take you back to your child's student information screen.

**\*\* Important \*\*** you can only have one Parent Connect session open on your computer at one time. The system will allow you to sign on to a second session but it will terminate your first session.

## Bulletin Board of Information

The Bulletin Board is the first screen you see after signing on (the landing page). The Bulletin Board screen contains 3 main areas that display information relating to your child's last absence, last course change, outstanding fees, outstanding Forms Approvals that still have to be signed off, plus upcoming school events or important notices.

Click the link below for detailed information about this screen

- [Understanding what information is on the Bulletin Board screen](#)

## Changing your Password

We recommend that you change your password when you first sign in AND on a regular basis. Do not share your password with others or with your children as your account has the authority to update many demographic fields, including contact information. To change your password just click on the "Psswrd" tab and follow the instructions on the screen. In order to use this feature, you must ensure that your browser's **PopUp** blocker is turned **off** or the password change window will not be displayed. Instructions for turning the **PopUp** blocker off on several common browsers (Internet Explorer, Firefox, Mozilla, and Safari) can be found on the initial sign on screen under the **POPUP** tab.

## Viewing and Updating Demographic Information

There are several sets of information that we encourage parents to maintain and do your best to ensure the information in the student system is current and accurate. If you find incorrect or out-of-date information that you cannot change yourself then let the office know and they will make sure it's updated. This is also the reason why we encourage you **NOT** to share your password with your children.

Click the links below for detailed instructions on how to update the following Information:

- [Guardian email address, work phone number or cell phone number, and work company name](#)
- [Contact names, relationships, phone numbers, Doctor and Dentist name and phone numbers](#)
- [Out of Province and Emergency Release names, addresses, phone numbers and email](#)

## Forms Approval

Several forms must to be signed off each year for such things as Field Trips, Video Permissions, and various other areas that require parents to approve. Some forms are required by the Ministry or the District while some are school based. Forms that do not need a physical signature will be posted online in Parent Connect for parents to give their approval with an electronic response. These forms are found by clicking on the "Form" tab.

Each Forms Approval item will contain a PDF document explaining what that particular Forms Approval is for. Each form will require the parent to select a predefined response appropriate for that form. Most responses are typically **Yes** or **No** although some may have different responses based on the expectation of that form.

Click the link below for detailed instructions on how to update the following Information:

- [How to respond to Ministry, District or School Forms that need parent approval](#)

## View Your Child's Attendance

The “**Attend**” tab provides a detail Absence and Tardy history for your child, by period, in descending date order. Absence or Tardy reasons will also be displayed if a reason was entered by the office or teacher. The period is indicated by the grey bar along the top. If a child is away from class for a sanctioned school event, such as a sporting event, field trip, or perhaps helping build the set for an upcoming Theatre production, the absence will indicate an “E” for excused... they are still away for the class but for approved reasons.

Elementary schools typically have two periods (morning AM and afternoon PM) while Secondary schools have four periods per day (01-04). Additional periods may be used by your child's school to identify special before and after school times for such things as Theatre or Music groups, or perhaps sports clubs or study groups. You will need to contact your school to find out how they have defined these extra periods.

To see an absence and tardy summary by course, click on the “**Schedule**” tab. Absences without a reason display as a capital “**A**” while an absence with a reason display as a small “**a**” for quick visual reference. Not all absence may indicate a reason and school's typically do not go back into Absence records to indicate an absence code if a reason was given after the fact (i.e., if a parent calls the next day to indicate that their child was at a doctor's appointment, the office will not go back and update the record with a reason; reasons are typically only entered if a reason is known when the absence is initially registered)

***Note:** Attendance may not be updated until the end of the day, or the following morning based on the activity of the class (e.g. if a Gym class was away from school then their attendance may not be entered until the next day)*

## Viewing Your Child's Course Grade Marks

You can view your child's current year report card information once report cards have been distributed, as well as interim marks, if applicable, under the “**Grades>Current Grades**” tab. Not all courses may have marks, depending on the term and whether or not the course has gone through a reporting period.

All report cards generated for the current year are found in the Report Card box. You can view, print or save a report card by clicking on the “View” next to the appropriate report card. Depending on your computer settings, the report card may be displayed automatically or it may ask you if you want to Save or Open the document.

You can view your child's complete marks history for courses taken in a school in the Delta School District under the “**Grades>History of Grades**” tab. Courses taken in another school district that apply to graduation (grade 10-12 courses) will also show up in the history. You can print a hard copy (or save the report to your computer) by selecting the “**Print**” button. By default the report will include ALL course history... if you want to print only those courses that will be used towards your child's graduation, then first select the “**TRAX Only**” checkbox.

## View Your Child's Schedule (Secondary schools only)

Your child's full-year student timetable for their registered school is available under the “**Schedule**” tab, indicating term, teacher, room, block plus an attendance summary for each course. Only courses being taken at their registered school will show in their daily schedule. If your child is taking additional courses at another Delta school, such as Continuing Education, Delta Access, or Summer School, those courses will be displayed on the right side of the screen.

## Student Fees – Charges and Payments (Secondary schools only)

Under the “**Fees**” tab you can view your child's current year fees. Fees may be charged for such items as lost textbooks, locks, agendas, yearbooks, etc. No fees are charged for courses unless there are additional charges assessed for things such as a material upgrade fee (e.g. a student chooses to build something out of a more expensive wood than what is supplied free for the class). Details of all fees, as well as payment information are shown. You may print or save a copy for your records at any time by clicking the “**Print**” button.

## View Parent-Teacher Interviews

Most schools use the online Parent-Teacher-Interview module on Parent Connect at various times throughout the year. If your child's school is using the online Parent-Teacher-Interview module, then click on the **"Interview"** tab to view and select appointment times to meet with your child's teachers. Once appointments have been booked, you can print the schedule by clicking the **"Print"** button.

**Note:** this tab will not be available until closer to when the interviews will occur and turned off afterwards. Since each school can setup the appointments differently, especially between Secondary and Elementary schools, the school will supply more details to their parent group as to when they will be having their interviews and any specific instructions on how to book the appointments.

## View Your Child's Course Assignments (Secondary schools only)

If your child's teachers have chosen to use the Assignments feature then you can view assignments for each course and see what assignments have been handed out, when they are due, which assignments are outstanding, and the marks achieved for each assignment. This information can be viewed under the **"Assignments"** tab. Some teachers display the assignment descriptions only while other teachers may choose to additionally display the assignment mark and the overall mark to date for the course. How much and what type of information you see on the assignment screen is at the teacher's discretion.

By default, the screen initially displays only outstanding assignments for all courses. If the screen is blank when you first select the option then it indicates that there are no outstanding assignments at that time for teachers using the assignment feature (\*\* your child may have outstanding assignments for those classes where teachers are not using this feature and you would have to contact them directly to find out if there are any outstanding assignments for those classes).

On the assignment screen, you may filter the information to a specific course by selecting the course in the **"Limit to Course"** selection box. You also have several options to control which assignments are displayed:

- Incomplete Assignments by Date (assignments past their due date but can still be handed in)
- Upcoming Assignments by Date (future assignments)
- Completed Assignments by Date (past assignments – no longer eligible for handing in)
- All Assignments to Date

## View Your Child's Textbooks (Secondary schools only)

Most secondary schools electronically track the textbooks assigned to each student although all teachers in the school may not participate in online textbook tracking. To view the textbooks that have been assigned to your child, click on the **"TextBk"** tab. The information shows the textbook title, the course from which it was issued, the issue and return date, and the condition of the textbook when issued and returned.

## View Your Child's Educational Plan

If your child is working on an Individual Education Plan (IEP) then both the current year and previous year IEP documents can be viewed from the **"EPlan"** tab. Click on the **"IEP Central"** button to view the most recent active IEP document. To view previous year IEP documents, click on the **"View"** link in the IEP Document box which may contain no documents or several from previous years depending on how many IEP's your child has had over the years. Each IEP document can be printed or saved at any time.

## Communicate with Your Child's Teacher(s) or School Office

Messages can be sent to the school office and your child's teacher(s) if those teachers have agreed to be part of the communication process. Click on the "**SndMsg**" tab to open up the messaging screen, which will only be displayed if your browser's POPUP blocker is turned off.

The Teachers are listed in a drop down menu. You may choose to send a message to a single teacher or the office, or choose to send the same message to all the teachers who teach your child. The message can be up to 750 characters long and you can include one attachment.

**Click the link below for detailed instructions on how use the messaging feature:**

- [How to send messages to the Office and Teachers](#)

## Select Next Year Courses (Secondary schools and grade 7 elementary students only)

All course selections for the upcoming school year must be done through Parent Connect. This course selection option is available once each year in early spring, and is available for a specific time period as determined by your child's next year school. To select next year courses, click on the "**Schedule**" tab, and then click on the "**PickCrS**" button

**Note:** each school can define their courses and processes differently therefore your child's next year school will supply additional help on how to fill out this screen. If the "**PickCrS**" button is not shown then the option is not open for use. Only courses relating to the child's registered school are available for online selection; if your child is taking courses at a second school then you will have to fill out a paper course selection form for that school.

## View Student Documents Stored Electronically

The system stores electronic copies of various documents that have been created either internally by the student system or uploaded into the student system from outside sources. Internal documents typically relate to report cards and interims reports while outside documents could be student Individual Education Plans, discipline letters or other documents manually created and uploaded by the office. There may be several years of electronic documents on file for each student.

To view the documents, click on the "**Foldr**" tab and then click on the "**View**" button next to the document to be displayed. All documents are in PDF format so you will need Adobe Reader installed on your computer. These documents can be viewed, printed or saved to your computer.

## Student Reports

Although there is a "**Reports**" tab there are no reports available under that tab at this time. Report options can be found on the screens for each tab and generate reports related to those screens.