



Parent Assistant

Guide for Parents 2007

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Basics: Navigating Through Parent Assistant


Using Internet Explorer, copy and paste the following Parent Assistant web address into your browser address bar:

www.davenportschools.org/PA

(For easy future access, simply add to your Favorites or create a shortcut on your desktop: File>Send>Shortcut to Desktop. The shortcut will be named eSIS Login – you may right click on the icon and rename it if desired).

To Log Into Parent Assistant:

1. Enter: Username* (as assigned by your school district) **case sensitive**
2. Enter: Password* (as assigned by your school district) **case sensitive**
3. Select: Language preference
4. Click: Login button



***IMPORTANT: The Username and Password are case sensitive and may contain a mixture of upper and lower case – you must enter as assigned by the school. Passwords may be changed – please see page 8 for instructions.**

* * * *

The top portion of every Parent Assistant screen appears as shown below:



Accessing Menus and Sub Menus

Place cursor on Menu and then click on desired Sub-Menu to view screen:

- General Info** – Demographics and Emergency Contacts
- Current Activity** – Attendance and Fees
- Academic Progress** – Assignments, Current Progress, and Marks/Grades
- Messages** – School Messages
- Miscellaneous** – Non-School Days, Student Schedule (current year)

Common Icons

- | | | | |
|---|---|---|---|
| 
Display | 
Calendar Icon | 
Return | 
Details |
| Click to populate screens with data | Click to select date from pop-up calendar | Click to return to previous screen | Click to view additional details |

Academics - Current Progress

Menu Path: Academic Progress>Current Progress

After logging in, the **Current Progress** screen will usually be the first screen you will see for your student unless it is temporarily turned off during grading periods. This screen gives parents the ability to view student's points earned and grades for current classes, assignments, class attendance, and final grades.

This sample Current Progress screen shows what a typical student's progress may look like.

1. **Final Column:** Completed classes with Final Grades
2. **Current Column:** Classes currently in session will display the student's current number of points earned & grade – please note that at this time, a “bug” in the software is calculating points using the School Grade Scale rather than each individual teacher's grading scale – therefore +/- of the grades may vary slightly.
3. **Current Column:** May also display future classes and will display 0/F if teachers have set up future assessments in their classes

Parent Assistant
 General Info | Current Activity | **Academic Progress** | Messages | Miscellaneous

Current Progress

Assignments
 Credits Earned To Date
Current Progress
 Diploma
 Marks/Grades

Student:

CURRENT PROGRESS DETAILS

Courses	Teacher	Abs	Tardy	1	2	Exam	Final	Current	Details
ACCOUNTING I	Bradshaw, Lillian	3	0	A	A+	-	A	A	<input type="button" value="Details"/>
AP English	Bruns, Geoff	-	-	-	-	-	C	C	<input type="button" value="Details"/>
PSYCHOLOGY	Bradshaw, Lillian	-	-	-	-	-	-	85/B	<input type="button" value="Details"/>
LIT 2	-	-	-	-	-	-	-	-	<input type="button" value="Details"/>
HEALTH	Potts/Bradshaw	-	-	-	-	-	A	A	<input type="button" value="Details"/>
FIBERS	Bradshaw, Lillian	1	0	-	-	-	-	75/C+	<input type="button" value="Details"/>
ON JOB TRAINING	-	0	0	-	-	-	-	-	<input type="button" value="Details"/>
ACCOUNT I I	Hartman1	0	0	-	-	-	C	C	<input type="button" value="Details"/>
SPEECH	Bradshaw, Lillian	0	0	-	-	-	-	0/F	<input type="button" value="Details"/>
ALGEBRA 1	-	0	0	-	-	-	-	-	<input type="button" value="Details"/>
LIT 2	Bradshaw, Lillian	0	0	-	-	-	-	0/F	<input type="button" value="Details"/>
ECON	-	0	0	-	-	-	-	-	<input type="button" value="Details"/>
FIBERS	Bradshaw, Lillian	0	0	-	-	-	B	B	<input type="button" value="Details"/>
FIBERS	Bradshaw, Lillian	0	0	-	-	-	A	A	<input type="button" value="Details"/>

On this screen, you may view details of your student's current classes. Click on the **Details** button to **View Assignments**:

View Assignments

Choose Reporting Term & click Display

Click: Return to go back to previous screen

Click Details to view assignments

Click Details to see Assignment Details

Return to Previous Screen

ASSIGNMENT DETAILS FOR CLASS: BAND

Reporting Term:

Assignment Type	Details - Description	Grade	Max Grade	Late/Exempt	Assign Date	Due Date	Details
Test	Test 1	45	50		2005-AUG-16	2005-AUG-16	<input type="button" value="Details"/>

Current Average 88/B

Assignment Details

TEACHER COMMENTS

ASSIGNMENT DETAILS

Narrative | Parent Tips

Test 1 Students should review Chapters 1 - 3 in preparation for this test.

Academics - Credits Earned To Date (High Schools)

Menu Path: Academic Progress>Credits Earned To Date - This screen shows the Credit Details for your student – Course Name, School Name, Date Completed, Credits Earned and the Final Marks:

Parent Assistant
 General Info | Current Activity | **Academic Progress** | Messages | Miscellaneous

Credits Earned To Date [Student Schedule] [Log Off]

DISPLAY DETAILS
 Student: [Display]

Courses	School	Date Completed	Credits Earned	Final Mark
INTRO AGRICULTURE	ZENITH HIGH SCHOOL	2005-JUN-06	0.500	W
PHYSICAL SCIENCE	ZENITH HIGH SCHOOL	2005-JUN-06	0.500	A
YEARBOOK	ZENITH HIGH SCHOOL	2005-JUN-06	0.500	F
US HISTORY	ZENITH HIGH SCHOOL	2005-JUN-06	0.500	F
ACCOUNTING I	ZENITH HIGH SCHOOL	2005-JAN-08	0.500	B
English 2*	ZENITH HIGH SCHOOL	2005-JAN-08	0.500	W
CHOIR 9-10	ZENITH HIGH SCHOOL	2005-JAN-08	0.500	A
ART I	ZENITH HIGH SCHOOL	2005-JAN-08	0.500	W
US HISTORY	ZENITH HIGH SCHOOL	2005-JAN-08	0.500	F
ADV ART	ZENITH HIGH SCHOOL	2005-JAN-08	0.500	F
ADV ART	ZENITH HIGH SCHOOL	2005-JAN-08	0.500	W

Academics - Diploma (High Schools)

Menu Path: Academic Progress>Diploma - This screen shows the Diploma Summary Details.

Click: **Current** to view current diploma status

Click: **Potential** to display status including current courses if completed with passing marks:

Parent Assistant
 General Info | Current Activity | **Academic Progress** | Messages | Miscellaneous

Diploma [Student Schedule] [Log Off]

DISPLAY DETAILS
 Student: [Display]

Show: Current Potential

Select the Current radio button to display the diploma status as it currently stands. Select the Potential radio button to display the diploma status including courses currently being taken but not yet finished.

DIPLOMA SUMMARY	
Diploma Type:	Diploma Met:
Diploma Issued:	Projected Grad Year:
Bound For:	Entry Date:
Intended Career Program:	Service Learning Hours Earned: 0.0
Service Learning Hours Required: 0.0	

DIPLOMA DETAILS					
	Option	Req'd	Earned	Needed	Assoc CDP
For Diploma		20.5	4.5	16.0	
Compulsory		12.5	2.5	10.0	
Optional		8.0	2.0	6.0	
Total To Date			4.5		
Eqv. Credits Granted			0.0		

Academics - Marks / Grades

Menu Path: Academic Progress>Marks/Grades – This screen will display grades given for the various Reporting Periods in the Current Year:

Parent Assistant
 General Info | Current Activity | **Academic Progress** | Messages | Miscellaneous

Marks/Grades Student Schedule | Log Off

DISPLAY DETAILS
 Student:

MARK/GRADE DETAILS							
Courses	Teacher	Reporting Period	Mark	Exam	Final	Abs	Tardy
PHYSICAL SCIENCE	-			-	-	8	0
GEN MECH I	-			-	-	7	0
AP English	Bruns, Geoff	Quarter 1	A	-	-	8	0
BAND	Hartman1	Quarter 1	B	-	-	9	0
CHOIR 11-12	-			-	-	8	0
PE	Po jce	Quarter 1	B-	-	-	0	0

Student Schedule

Path: Student Schedule button (located on every screen in upper right corner)

Or

Menu Path: Miscellaneous>Student Schedule

Parent Assistant
 General Info | Current Activity | Academic Progress | Messages | Miscellaneous

Student Schedule Student Schedule | Log Off

DISPLAY DETAILS
 Student:

SCHEDULE DETAILS
 Time
 -
 08:00 - 08:40
 10:11 - 10:55
 10:56 - 12:55
 14:41 - 15:30

2005-SEP-20

Calendar Icon: Click to display calendar to select month & day of desired Student Schedule

Course Name	Room
BAND	BAND
PHYSICAL SCIENCE	-
GEN MECH I	-
AP English	653
CHOIR 11-12	-

To View Student Schedule for Current Year and Current Classes:

1. Click: Calendar icon to select date for which to view Student Schedule
2. Click: Date on calendar – to change month, use single back / forward arrows at top of calendar
3. Click: “x” to close calendar (upper right corner of calendar)

Reminder: You may select another student and click the Display button to view another student’s schedule:

Student:

Student Demographics

Menu Path: General Info>Demographics

Demographic information on file for students is displayed. This screen gives parents the ability to:

- Review Demographic data for their student(s)
- Change Demographic information and submit to school - see instructions on next page
- Change Parent Password - see instructions on next page

Parent Assistant

General Info | **Demographics** | Current Activity | Academic Progress | Messages | Miscellaneous

Demog | Student Schedule | Log Off

DISPLAY DETAILS

Student: Elvis Presley

Student Information Verification Form
School - ZENITH HIGH SCHOOL

STUDENT DETAILS

Pupil No:	114929	Grade:	Gr 11
Legal Last Name:	Presley	Legal First Name:	Elvis
Usual Last Name:	Presley	Preferred First Name:	Elvis
Middle Name:	Aaron	Third Initial:	
Birth Date: (YYYY-MM-DD)	1988-FEB-20 Age 17 yrs 7 mths	Proof Of Age:	Previous school records
Gender:	Male	Social Security Number:	444444444

PROPERTY ADDRESS DETAILS

Num And Street:	555 55 ST	Apt#:	555
Lot#:		Concession#:	
Municipality:	Bennett	State ; Prov:	IA
Postal Code:	55555	X - Boundary?	<input type="checkbox"/>
School:	ZENITH HIGH SCHOOL	Dwelling Type:	Not homeless
Proof Of Addr:	Driver's license	Mailing Address Same As Property Address?	<input checked="" type="checkbox"/>
Home Phone No.:	(333)333-3333	Uni?	<input type="checkbox"/>

ADMISSION DETAILS

Reason:	Public school in county	Date:	2003-JUL-29
Status:	CPI Dual-Enrolled		

PREVIOUS SCHOOL ; DISTRICT DETAILS

District:	Previous School:
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ALTERNATE ADDRESS DETAILS (FOR TRANSPORTATION - ELIGIBILITY TO BE DETERMINED BY THE BOARD)

Street#	Street Name	Apt#	Municipality	Contact Name	Contact Phone
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This is the Student's Address.

If the parent address is different than the student address, please update parent address on the Emergency Contact screen.

Scrollbar

Demographic screen continued on next page:

Student Demographics con't.

IMMIGRATION AND MISCELLANEOUS DETAILS

Country Of Birth: Country Of Citizenship:

Immigration Status: Entry Date:

Visa; Work Permit Exp Date:

Language: Language Most Used: Language At Home:

Tuition Paid By: Tuition Type:

Release Info? Internet Access?

Emerg Closure: Family Courier?

MEDICAL DETAILS

Doctors Name: Phone Number:

Dentist's Name: Phone Number:

Health Policy #: Preferred Hospital:

Allergies: Life Threatening?

Other:

SIBLING DETAILS

Pupil No	Name	Relationship	Age	Grade	Gender

Submit Change Request & Change Password buttons

Scrollbar

Submitting Change Requests – review the information and make any changes:

On the Demographics screen, parents may type changes in any of the box fields:


For fields that have a pull-down arrow, click on the arrow to display a list of values to choose from:

Phone numbers will automatically format using the parenthesis and dash: (555)555-1234.

After entering changes, **scroll to the bottom of the screen** and click on the **Submit Change Request** button to submit your changes to the school. The changes will be sent to the district to be reviewed and will be accepted or rejected before updating the database.

Change Password* – Click the **Change Password** button **at the bottom** of the Demographics screen to change your password. Enter New Password, Re-Type New Password, and click the **Change** button. Click Return button.

***NOTE: The password must be limited to 10 characters and may be a combination of alpha and numeric characters. Also, the username and password are case sensitive.**



Parent Assistant

Change Password

PASSWORD DETAILS

Enter new password:

Retype new password:

*Note: You will need to contact the school if you forget your password – they will need to re-set it for you. You may change your own password at any time.

Emergency Contacts

Menu Path: General Info>Emergency Contacts>Click: Display

Emergency Contact information on file for students is displayed. This screen gives parents the ability to:

- Review Emergency Contact information for their student(s)
- Add, change, or delete Emergency Contacts and submit to school

Call Sequence	Last Name	First Name	Relationship	Language	Place Of Employment	Action
1	Presley	Gladys	Mother	English	Self Employed	Details Change Delete
1	Presley	Vernon	Father	English	Unemployed	Details Change Delete
4	Greenawalt	Terry	Friend	English	AEA	Details Change Delete

Details/Change/ & Delete buttons

Click: **Add A New Emergency Contact** to add new Emergency Contact(s):

Click: **Details** to view information currently on file:

Add Emergency Contact

Emergency Contact Details

Click: **Change** to the right of an Emergency Contact to change information:

Click: **Delete** to delete Emergency Contact
CAUTION: once Delete is clicked – they are gone!

Change Emergency Contact

1. Enter the updated information
2. Click: Save to submit changes to the school. The school will then need to review and approve change requests.
3. Click: Return to return to Emergency Contact screen

Note: If a parent is living at a different address than the student – update that address on the Emergency Contact screen

Attendance

Menu Path: Current Activity Tab>Attendance - View “real time” attendance for your student(s) by Class or by Date:

Period By Class:

The screenshot shows the Parent Assistant interface. The 'Current Activity' tab is selected, and the 'Attendance' sub-tab is active. A callout box points to the 'View By: Class or Date' section, where 'Period By Class' is selected. The 'Attendance Summary' table shows 35 authorized, 5 excused, and 0 unexcused absences, totaling 40 absences and 0 lates. The 'Attendance Details' table lists several absences for AP English classes, all with the reason 'OUT OF SCHOOL SUSP'.

Class	Date	Class Entry	Office Reason	Teacher	Room
AP English	2005-AUG-16	Absent	ILLNESS	Bruns, Geoff	653
AP English	2005-AUG-24	Absent	OUT OF SCHOOL SUSP	Bruns, Geoff	653
AP English	2005-SEP-12	Absent	OUT OF SCHOOL SUSP	Bruns, Geoff	653
AP English	2005-SEP-13	Absent	OUT OF SCHOOL SUSP	Bruns, Geoff	653
AP English	2005-SEP-14	Absent	OUT OF SCHOOL SUSP	Bruns, Geoff	653
AP English	2005-SEP-19	Absent	OUT OF SCHOOL SUSP	Bruns, Geoff	653
AP English	2005-SEP-20	Absent	OUT OF SCHOOL SUSP	Bruns, Geoff	653

Period By Date:

The screenshot shows the Parent Assistant interface with the 'Period By Date' view selected. The 'Attendance Summary' table is identical to the previous view, showing 35 authorized, 5 excused, and 0 unexcused absences, totaling 40 absences and 0 lates. The 'Attendance Details' table lists absences for various classes including PHY SCI, AP English, and BAND, with reasons ranging from ILLNESS to OUT OF SCHOOL SUSP.

Date	Class	Class Entry	Office Reason	Teacher	Room
2005-AUG-16	PHY SCI	Absent	ILLNESS	null	null
2005-AUG-16	AP English	Absent	ILLNESS	Bruns, Geoff	653
2005-AUG-16	BAND	Absent	ILLNESS	Hartman1	BAND
2005-AUG-17	BAND	Absent	ABSENT	Hartman1	BAND
2005-AUG-17	CHOIR11-12	Absent	ABSENT	null	null
2005-AUG-24	BAND	Absent	OUT OF SCHOOL SUSP	Hartman1	BAND

Fees

Menu Path: Current Activity Tab>Fees - View Fee Details for your student(s).

eSIS Parent Assistant
General Info **Current Activity** Academic Progress Messages Miscellaneous
Attendance
Fees Student Schedule Log Off

DISPLAY DETAILS

Student:

FEE DETAILS

Fee Description	Due Date	Amount	Adjustments	Balance	Description	Action
Extra Curricular Fee	2004-JUL-28	\$25.00	\$0.0	\$25.00	Basketball Boys	<input type="button" value="Payments"/>
Lost Textbook 05/06	2005-APR-12	\$25.00	\$0.0	\$0.00	Not Attached to Course	<input type="button" value="Payments"/>
Sem 1 Srv Fee - Return 05/06	2005-MAY-19	\$31.50	\$0.0	\$0.00	Not Attached to Course	<input type="button" value="Payments"/>
Yearbook 05/06	2005-MAY-19	\$30.00	\$0.0	\$0.00	Not Attached to Course	<input type="button" value="Payments"/>
Lost Textbook 05/06	2005-JUN-07	\$50.00	\$0.0	\$0.00	Not Attached to Course	<input type="button" value="Payments"/>
Sem 2 Srv Fee - Return 05/06	2005-JUN-24	\$31.50	\$0.0	\$0.00	Not Attached to Course	<input type="button" value="Payments"/>
Bus Fee - 1 Sem AM & PM 05/06	2005-JUN-24	\$75.00	\$75.0	\$0.00	Not Attached to Course	<input type="button" value="Payments"/>
Activity Ticket - 05/06	2005-JUL-15	\$50.00	\$0.0	\$0.00	Not Attached to Course	<input type="button" value="Payments"/>

Click the **Payments** button to view details of payments.

eSIS Parent Assistant
Fee Payment Details

PAYMENT DETAILS				
Payment Date	Payment Method	Cheque/Credit Card Number	Amount	Adjustments
2005-JUN-24	Check	1234	\$25.00	\$0.00

Note: There is currently not an online payment option.

School Messages

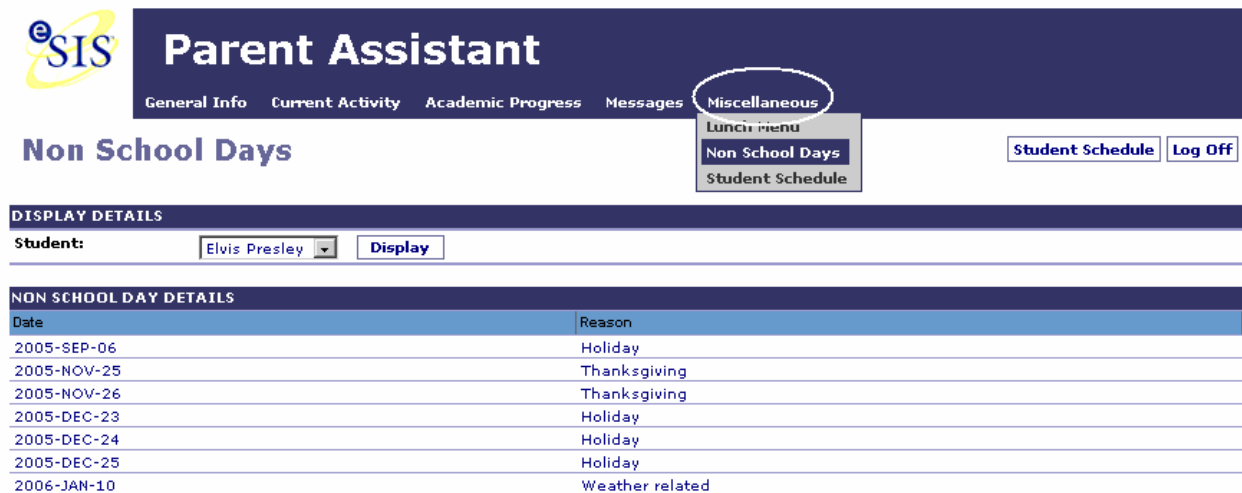
Menu Path: Messages >School Messages – View messages from the school:



The screenshot shows the Parent Assistant interface. At the top left is the SIS logo. The main header is "Parent Assistant" with navigation tabs: General Info, Current Activity, Academic Progress, Messages (circled), and Miscellaneous. Below the header, the page title is "School Messages". To the right of the title are buttons for "Student Schedule" and "Log Off". A dropdown menu is open under "Messages", showing options: "Read Teacher Messages", "School Messages" (highlighted), and "Send Teacher Messages". Below this is a "DISPLAY DETAILS" section with a "Student:" label, a dropdown menu showing "Elvis Presley", and a "Display" button. The main content area is titled "MESSAGE FROM SCHOOL DETAILS" and contains a text message: "Welcome to Parent Assistant! We hope that you will enjoy using this new feature to help with your student's educational needs. If you have questions regarding using Parent Assistant, please call the Zentih High School at 555-555-5555. Thank you."

Non-School Days

Menu Path: Miscellaneous >Non-School Days – View dates when school is not in session in the current year.



The screenshot shows the Parent Assistant interface. At the top left is the SIS logo. The main header is "Parent Assistant" with navigation tabs: General Info, Current Activity, Academic Progress, Messages, and Miscellaneous (circled). Below the header, the page title is "Non School Days". To the right of the title are buttons for "Student Schedule" and "Log Off". A dropdown menu is open under "Miscellaneous", showing options: "Lunch menu", "Non School Days" (highlighted), and "Student Schedule". Below this is a "DISPLAY DETAILS" section with a "Student:" label, a dropdown menu showing "Elvis Presley", and a "Display" button. The main content area is titled "NON SCHOOL DAY DETAILS" and contains a table with two columns: "Date" and "Reason".

Date	Reason
2005-SEP-06	Holiday
2005-NOV-25	Thanksgiving
2005-NOV-26	Thanksgiving
2005-DEC-23	Holiday
2005-DEC-24	Holiday
2005-DEC-25	Holiday
2006-JAN-10	Weather related