



# Parent Plus Portal

## Setting up Your Account:

Parents and students cannot "share" an account. Only students in grades 4-12 will be able to set up a student account in the Plus Portals. Students in grades 4 and 5 will be given a user name by the registrar. Students in grades 6-12 will be required to have their own email address which will be used as their user name for the Plus Portals. The email addresses for both the parent(s) and the student will need to be on file with our school registrar. Once we have this information, you will be sent an email with a link to set up your account.

Check your email and look for one from [psever@aucilla.org](mailto:psever@aucilla.org). Click on the link in the email and type in your user name (your email address) and create a password. Passwords must be at least 8 characters long, have at least one lower case letter and one upper case letter, and include at least one number. Special characters are also allowed such as \$, #, %, etc.

## Getting to the Portals:

Go to <http://aucilla.org> and click the SIGN IN button at the top right.

## Parent Plus Portal Main Page:

When you login you will see an overview box for each of your children at the top of the page and four boxes below for:

- **Notifications and Alerts** (calendar changes/emergency notices)
- **Calendar** (school calendar)
- **School Announcements** (events, picture day, field trips, etc.)
- **School Links and Files** (school documents such as the handbook, athletic forms, transcript requests, etc.).

The overview box for each student contains:

- **Incidents** (referrals issued)
- **Progress** (student averages and grades)
- **More** (Absences/Tardies will be coming soon)

To open the overview box for more details, click either the **MORE** button or click on the student's picture—this expanded, more detailed view is called the *Student's Snapshot*.

**The Student Snapshot:** clicking the top right of the box (icon of a box with arrow) will open up a more detailed view.

- **Progress window:** subjects and current grade averages; click on a subject for more details
- **Recent Scores:** test and assignment grades that have been recently added by the teacher
- **Incidents:** indicates if your student has received any referrals
- **Homework/Assignment:** lists all the student's current assignments for all subjects

### **Menu (horizontal menu located under student's name):**

- **Report Card:** report cards issued at the end of the 9-weeks will be found here
- **Schedule:** shows the students daily schedule
- **Discipline:** details and history of student's discipline record; click on an infraction to learn more.
- **Classes:** click the drop-down in "Select Course" box and choose a subject to see that class page
- **Scores:** select a course/subject to see more details about grades for each subject/class—this comes directly from the teacher's gradebook and will also show any missing work that the student might have.
- **Reports:** this is where teachers will place any progress reports they have generated for your student (these reports are not required of teachers by ACA but you can make a request of a teacher to generate one).

**Class Pages** (found by clicking *Classes* in horizontal menu under student's name, click drop-down in "Select Course" box and choose a subject/class to view that page):

- **Class Summary:** overview of the class
- **Homework/Assignments:** where homework assignments will be found
- **Quizzes:** if teachers assign online quizzes, they will be placed here
- **Class Announcements and Alerts:** any class announcements like field trips, changes in test dates, etc.
- **Links:** where a teacher will put any online resources used for that class
- **Files:** any class documents that are not assignments such as the class syllabus, field trip information, etc.

Clicking the blue "view" icon to the right of documents in any window will open up that document. Clicking the Scores and Progress Reports boxes above the Summary window will bring up grade details for that class.

**Note to parents of Elementary Students: Weekly Previews are usually found in the HOMEROOM class/subject page. Ask your elementary teacher where they place their Weekly Preview on that page: under Homework/Assignments, Files, etc.**

### **MENU at the top of your Parent Plus Portal:**

- **Home:** will take you back to the "home" page or main page or your Parent Plus Portal
- **Calendar:** opens up to a monthly view of the school's calendar (you will also find this exact calendar on the school's website too). You can choose to view the calendar in Day/Week/Month view. Activities are color-coded: school activities are in black, athletic activities are in blue, PTO activities are in pink, and school holidays are in red. The calendar is also printable.
- **Email & Messages:** allows you to send and receive email to/from any staff member; Messages can be sent through the Plus Portals between parents, students, and teachers/staff without needing to use email.
- **E-Locker:** if teachers require homework to be turned in electronically it is done here. This is also where you would view the results of any online quizzes teachers may have students take.
- **School Announcements:** easily view school announcements, notifications, and alerts from your school in one area.
- **Directory:** view Staff, Student, and Parent Directories. \*Note: Parents will have to opt-in to be seen in the directory. To enable or disable being in the directory, click on your name at the top right of the Parent Plus Portal and choose Directory. Check or uncheck the box at the top "List my information in the school directory." You can also choose which information to show in the directory by checking/unchecking the boxes in the "Display Selected Information" box.

**Icons to the Right of Your Picture** will indicate with a number in a red circle if you have alerts (triangle with !), email or messages (quote bubble), announcements (bell), or added calendar events (calendar icon).