

PARENT USAGE INSTRUCTIONS

1) Available Information in Parent Self Serve (PSS)

Parents are able to see attendance, assignments, three week Progress grades and comments, and six week Report Card grades and comments. Parents are also able to e-mail their child's teachers from within PSS as well as set up automatic e-mail notifications for attendance and grades. You must use the latest versions of Internet Explorer or Mozilla Firefox to access Parent Self Serve.

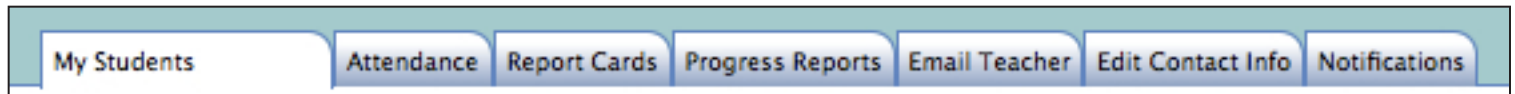
2) Logging in to Parent Self Serve

After registering and receiving authorization from a campus, a parent can go to <https://is-teams.aisd.net/selfserve/parent> and click on the Existing Users link to login. If you cannot remember your password, you can go to the same link, enter your UserID and correctly answer your Security Question and you will be able to reset your password. If you do not remember the answer to your Security Question, you need to go back to the campus to reset your password. Make sure that you allow pop-ups for this site in your web browser.



3) Select Child that you want to View

If you have more than one child you are able to access, you must first click on one child's name to highlight it before you can click on a tab. If you are not seeing some of the children that you should be able to access, you need to contact that missing child's school so they can correct your parent/guardian information.



4) View Teacher Assignments and Grades

Click on either the Report Cards or Progress Reports tab. The current average will show until Progress or Six Weeks grades have been finalized. Click on a grade to open the Assignments tab and see all the current assignment grades.

Course	Section	Teacher	Short Desc	Day Prd	SW1	SW2	SW3
Scheduled							
LA1340	3	[Teacher Name]	AP ENGLISH LIT&	A - 01	96		
LA1296	2	[Teacher Name]	PHOTO JOURN	A - 02	100		
FL1216	1	[Teacher Name]	LATIN V-ROMAN C	A - 03	96		
CT1264	8	[Teacher Name]	Nutri & Food Mg	A - 04	98		
SS1220	28	[Teacher Name]	US GOVT	B - 05			
MA1263	9	[Teacher Name]	PRECALC-REG	B - 05	86		
SS1230	3	[Teacher Name]	ECONOMICS-FE	B - 06	92		
LA1279	9	[Teacher Name]	COMM APPL	B - 06			
FA1225	1	[Teacher Name]	GRAPHDESIGN3	B - 07	96		
SC1223	3	[Teacher Name]	ANAT and PHYS	B - 08	95		

Click on the grade. The view will be divided into the categories the teacher is using in the gradebook, along with the weight assigned to the category. Any notes or attachments the teacher has added will also be available. Grades in red are running averages. Grades in black have been finalized.

Each set of grades will display the category name, the average in the category and the weight the teacher has assigned.

Test
Average: 86
Weight: 70.0

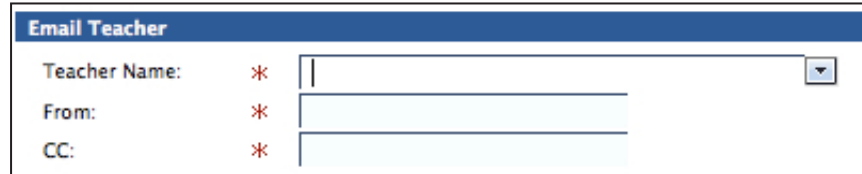
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5) Edit Contact Email

If you wish to set up automatic e-mail notifications or email teachers, you need to make sure your e-mail address is correct in PSS. Click on the Edit Contact Info tab to set or change your e-mail address. Click on the Edit button to add or make changes. Marking Private means that the e-mail will not show up on printed reports.

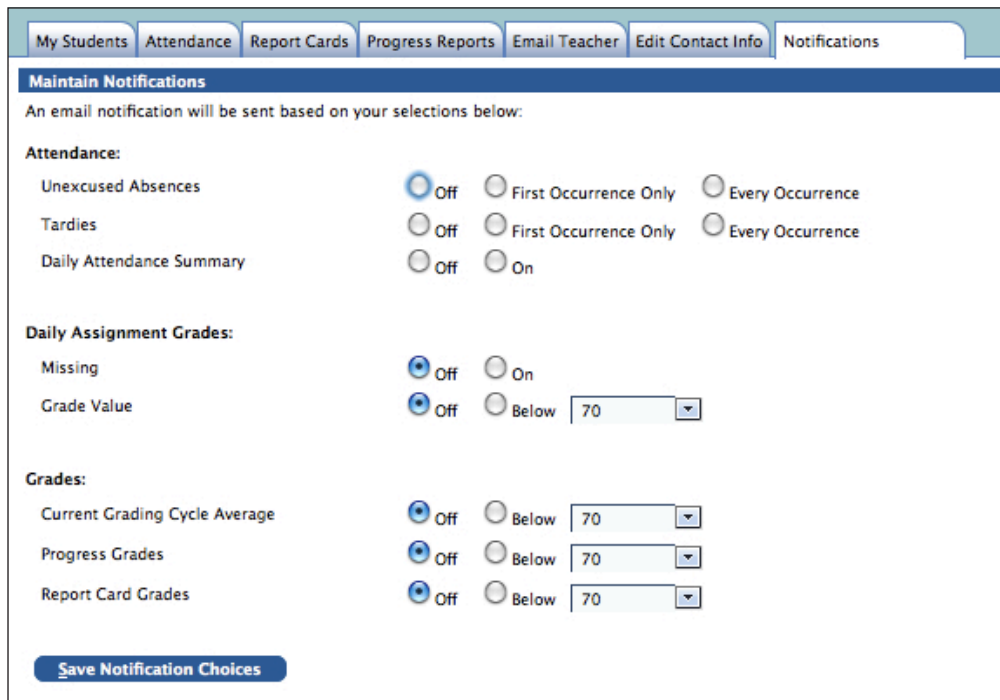
6) Email Teachers

You may e-mail your child's teachers directly from PSS. Click on the Email Teacher tab. Use the drop-down menu on the Teacher line to select the teacher you want to contact. You can also go directly to this window by clicking on a teacher's name from the Report Cards or Progress Reports tab.



7) Set Notification Preferences

If you want PSS to automatically notify you when your child has an absence or tardy, a missing assignment grade, or when an average drops below a certain grade, you can set these preferences on the Notifications tab.



Category	Item	Off	On	Other Options
Attendance:	Unexcused Absences	<input checked="" type="radio"/>	<input type="radio"/>	First Occurrence Only, Every Occurrence
	Tardies	<input type="radio"/>	<input type="radio"/>	First Occurrence Only, Every Occurrence
	Daily Attendance Summary	<input type="radio"/>	<input type="radio"/>	On
Daily Assignment Grades:	Missing	<input checked="" type="radio"/>	<input type="radio"/>	On
	Grade Value	<input checked="" type="radio"/>	<input type="radio"/>	Below 70
Grades:	Current Grading Cycle Average	<input checked="" type="radio"/>	<input type="radio"/>	Below 70
	Progress Grades	<input checked="" type="radio"/>	<input type="radio"/>	Below 70
	Report Card Grades	<input checked="" type="radio"/>	<input type="radio"/>	Below 70

These are the grades that will generate a Missing Grades notification to the parent.

M	Missing (0)	INC	Incomplete
CHT	Cheating (0)	ABS	Absent
L50	Late (50)	NR	Needs to Repeat Assignment
L70	Late (70)	EXT	Extra Time given, waiting for assignment to be turned in

Attendance notifications will be sent out automatically at noon and 4:30 pm each day. The summary report for grades will be sent at 4:30 pm. Make sure that you check your spam folder in your e-mail if you do not receive the e-mails.

If you have any problems using Parent Self Serve, please contact pss@aisd.net for help. Make sure you include your name, the campus(es) and student(s) you are not seeing, and a phone number where you can be reached during the day. We hope that you find this new system helpful for tracking student progress in Arlington ISD.