

ParentCONNECTxp FAQ Sheet for Teachers:

- Q1. What is ParentCONNECTxp?
A1. ParentCONNECTxp is a convenient school-to-home collaboration tool that allows parents to enhance their involvement by keeping track of their children's academic progress—online—via an easy-to-use Web site. Parents may visit the password-protected site to view school program announcements as well as their students' schedules, grades, discipline issues, assignments, daily and period attendance, skill mastery, course history, and demographic and health/immunization data.
- Q2. Why does USD437 need ParentCONNECTxp?
A2. One of the number one problems affecting student performance has been a lack of parental involvement. ParentCONNECTxp is a tool that enhances the teacher's ability to communicate with parents.
- Q3. What notifications do parents receive concerning poor grades or missed assignments?
A3. Parents have the option to receive automatic e-mail notification of missing assignments or failing grades.
- Q4. Are any other notifications automatically sent to parents?
A4. Parents have the option to receive automatic e-mail notification of unexcused absences, tardies, and discipline incidents (if entered into SASIxp by the Principal), as well as missing assignments and failing grades.
- Q5. Will I receive more e-mail and telephone calls from parents due to information they receive from ParentCONNECTxp?
A5. You can expect more communication from parents about information they receive from ParentCONNECTxp. You can also expect to see fewer missed assignments and better grades from the students, whose parents use ParentCONNECTxp.
- Q6. Do parents see everything in my gradebook?
A6. Parents do not see the teacher's gradebook. Assignments, scores, and notes, are automatically pulled from the gradebook to the ParentCONNECTxp program website.
- Q7. What additional steps must a teacher complete so the information that appears in ParentCONNECTxp is correct.
A7. Assuming you are already using IGPro regularly, there are 2 additional steps a teacher must perform so information appears correctly in ParentCONNECTxp. Step 1 - The teacher must assign a "Due Date" to each task in a numeric spreadsheet. Step 2 - At the beginning of a new 9 weeks, the teacher needs to set the current 9 weeks numeric spreadsheet as the "Current" spreadsheet in the gradebook. To accomplish this task, go to "Setup" and then click on "Classes".

- Q8. What notes show up in ParentCONNECTxp?
 A8. 3 types of notes show up in ParentCONNECTxp.
1. Class Notes - this note applies to entire class. (These show under “Assignments Due This Week” Section)
 Example: “This is a great class!”
 2. Task Notes - this is a note about a task. Task notes shows for everyone assigned that task. (Show up next to the task in the Task List)
 Example: “Score value for this assignment has been doubled.”
 3. Task Grade Notes - this is a note about a task grade. Task grade notes are student specific regarding a specific task. (Show up next to the student’s task score listing)
 Example: “Turned in 3 days late – less 50%”

Student Notes – Notes attached to individual students do not show up in ParentCONNECTxp. (These notes appear on the Report Card.)

- Q9. If I give an assignment that is due on Thursday, how soon am I expected to have the grades recorded in my gradebook?
 A9. This is a building decision. However, if it is going to be longer than 2 or 3 days you might want to put a “task note” on the assignment.
- Q10. What determines if an assignment is missing or failed?
 A10. Each school can determine how to handle missing or failed assignments. There are 5 options that can be chosen to determine if an assignment is missing or failed. Please see the table below.

These options are set at the district and cannot be changed by the individual teacher.

	MISSING ASSIGNMENT	FAILED ASSIGNMENT
Empty Score	If Checked	
Excused (Omit)	If Checked	
Incomplete (INC)	If Checked	
0.0	If Checked	If Un-Checked
A Score Below 60%		If Checked

- Q11. If an assignment is due today and I do not record any grades, will parents receive a missing assignment notification?
 A11. Yes, parents will receive a missing assignment notification. To avoid any confusion, please add a task note to the assignment. We are looking into other solutions.

Q12. If I teach keyboarding, music, or PE, will my grades show up in Parent Connect?

A12. If you are using their numeric spreadsheets, the scores will show up. Otherwise, only the final grades will show up at report card time.

Q13. If I enter the scores for an assignment today, when will parents be able to see the results?

A13. ParentCONNECTxp is updated nightly. Scores recorded in your gradebook today will be available for parents to see tomorrow.

Q14. IF parents use ParentCONNECTxp regularly will they know the student's final grade before they receive the Report Card?

A14. The Final report card grades will show up in ParentCONNECTxp as soon as the secretary imports the grades into SASIxp. (This occurs before the report cards are printed.) A parent could see the final grades on the report card before the report card comes home. The actual report card (with all of the plusses and minuses) will never appear on ParentCONNECTxp.