Parent Guide to Using ParentCONNECTxp

Anne Arundel County Public Schools

Student Info

Assignments

Report Card Grades

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School Info

Once logged into ParentCONNECTxp, use the links along the left side of the main portal page to view different types of information about your child. Each page has information organized by tabs across the top of the page.

If you have more than one child on the account, use the **Choose Student** drop down list in the top-right corner of the Web page to switch between them.

Home Page – Household Summary

ParentCONNECTxp home page shows the Household Summary, with basic information for each student, including when their information in ParentCONNECTxp was last updated. Click on the school name at the top of the page to return to this screen at any time.

Clicking on the word **Assignments** or **Attendance** displayed in blue text will redirect you to those areas of the program.

Arundel, Anne Marie

Last Update	10/29/2015 02:22:43
Assignments	6 assignments due this week
Attendance	No tardies or absences reported for this week

Assignments

The Assignments link displays your child's assignments and grades from the teachers' gradebook. The opening screen will default to displaying a summary of assignments with a due date in the current week.

Student Summary

ASSIGNMENTS

Course	Assignments Due This Week
PROBLEM SOLVING	1
PE KNOWLEDGE/SKILL	2
SCI KNOWLEDGE/SKIL	1

To view other date ranges, select the **This Week** field and select the desired time frame from the drop-down menu.
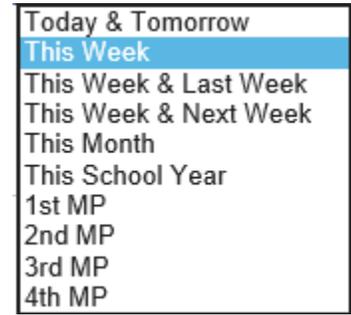
When a larger time frame is selected, such as 1st MP, the assignments will first appear in chronological order. Click the blue column header to rearrange the list by that column. Clicking the **Course** column header will sort the list by class.

❖ **Class Scores Tab**

The Class Scores tab displays the *current calculated grade to date for each class*. It only displays classes for the current marking period. Click on the grade in the **Course Grade** column to view all the assignments that contribute to the current grade. As the marking period continues and more grades accrue, this may be a convenient way to view the assignments.

After viewing the assignments that contribute to the current grade, click the **Back** button under the **Assignments** tab to go back to the main **Class Scores** screen.

The **Note icon** indicates a note from the teacher. The note can appear under the course name, the assignment or the individual student's score. Place the cursor over the icon to show the note details.

Report Card Grades

Select the Report Card Grades tab to view previously completed report card grades and the student's year-long schedule. The **General** tab displays report card grades from the current school year's marking periods.

This tab can be set to view any of the four marking periods, but information will only appear for completed marking periods.

Attendance

The Attendance tab shows a monthly calendar with symbols for tardies and absences. Use the drop-down list to select a specific month. You can also view monthly attendance reports and summaries for the week, month, and school year. The **Calendar** tab uses four icons to indicate the status of the absences.

Place the cursor over the symbols to show the details of the absence or tardy. In this sample, the Unexcused Absence icon is the result of the student being marked Truant from school. Unexcused Absences (Truant) have not been coded with an excused code in the student data system and may still need an absence note.

School Info

The School Info pencil displays your child's school's address, telephone number, a link to the school's website. Also available are links to district programs.

Changing Your Account Settings

Select **My Account** on the ParentCONNECTxp home page to modify your user account settings. You can change your password, add up to 2 contact email addresses, and choose which alerts you would like to receive.

Welcome AACPS Parents | My Account | Support | Help | Sign Out

❖ Passwords

Log into ParentCONNECTxp with the password given to you and reset the password to one that will be familiar to you.

In the Change Password section of the Settings screen, type your new password in both the **New Password** and **Confirm Password** fields. Both fields must contain the same password. The password will appear as a series of dots on the screen. Click the **Submit** button.

Change Password

New Password: ●●●●●●●●●●

Confirm Password: ●●●●●●●●●● Submit
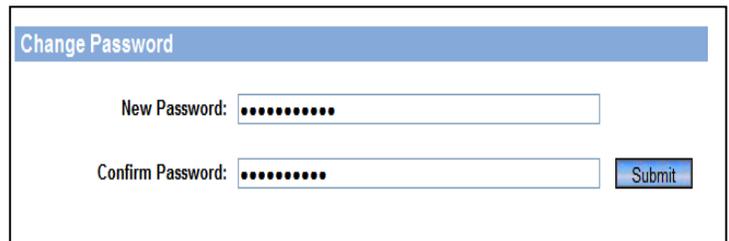
Your password must contain at least 8 characters and be no longer than 20 characters.

❖ Email Addresses

The email addresses specified will be used for the delivery of any messages sent from ParentCONNECTxp. This currently applies to only alert notifications (see below) you have subscribed to and messages sent to internal ParentCONNECTxp contacts. Click **Submit** after entering an email address.

E-Mail Addresses

Primary E-Mail:

Secondary E-Mail: Submit

The e-mail addresses specified above will be used for the delivery of any messages sent from ParentCONNECTxp. This currently applies to only those alert notifications you have enabled below and messages sent to internal ParentCONNECTxp contacts.

NOTE: Entering both primary and secondary e-mail addresses will cause alert messages to be sent to both addresses simultaneously.

❖ Alert Notification

Notifications allow secondary school parents to receive email alerts if any of the four listed events occur. Click the box to the left of the e-mail alert options to subscribe to these notifications. Click **Submit**.

You may select any combination of the alerts; alert emails are generated daily. Parents will only receive a maximum of 1 email a day for all their students in a combined email message. Use the **Back** button to leave '**My Accounts'** screen and return to the main ParentCONNECTxp screen.

Alert Notifications

Select the events you would like to subscribe to. If any of the selected events occur for a student that you are able to view, a notification will be sent to the e-mail address identified on this page.

☑ Unexcused Absences
☑ Tardies
☑ Missing Assignments
☑ Failing Assignments

Submit

Forgot Your Password or Locked Out of ParentCONNECTxp?

If you forget your password (after logging on initially):

- Click the **Forgot your password link** on the ParentCONNECTxp Member Login screen.

- Enter your ParentCONNECTxp username in the box provided. As your username is recognized the Next button will become available. Click **Next**.

- Answer the security question you created on your initial login to ParentCONNECTxp. Click **Submit**.

Reset your password? ✖

If you have forgotten your username, you must contact your district for help resolving this.

If you have forgotten your password please provide your username below and follow the steps to have a new password emailed to you.

Username

Reset your password? ✖

Answer the following security question to reset your password.

Security Question
What is your favorite sports team name?

A message will appear stating that a new password will be emailed to the address associated with the account. This password should be changed once you are successfully signed onto ParentCONNECTxp.

As a security measure, if you have **5 failed attempts** at inputting your username and/or password the system will lock you out. This protects you from having someone sit down and continually try to guess your password. The system will automatically reset itself within 1 hour. There is **NO** need to contact anyone about the problem unless you truly have forgotten your password.

For further assistance, please contact your school.

ParentCONNECTxp
Be Connected...