

Introduction to Educate

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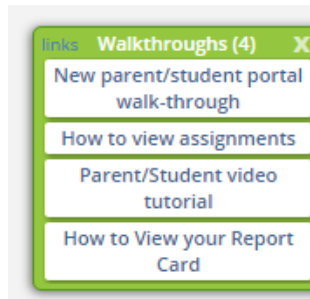
TADS EDUCATE Parent Portal now has an interactive HELP feature to guide you step-by-step through the portal and answer your questions.

Click on the Blue HELP Tab



on the Right Hand Side of the dashboard to Open the

Interactive feature.




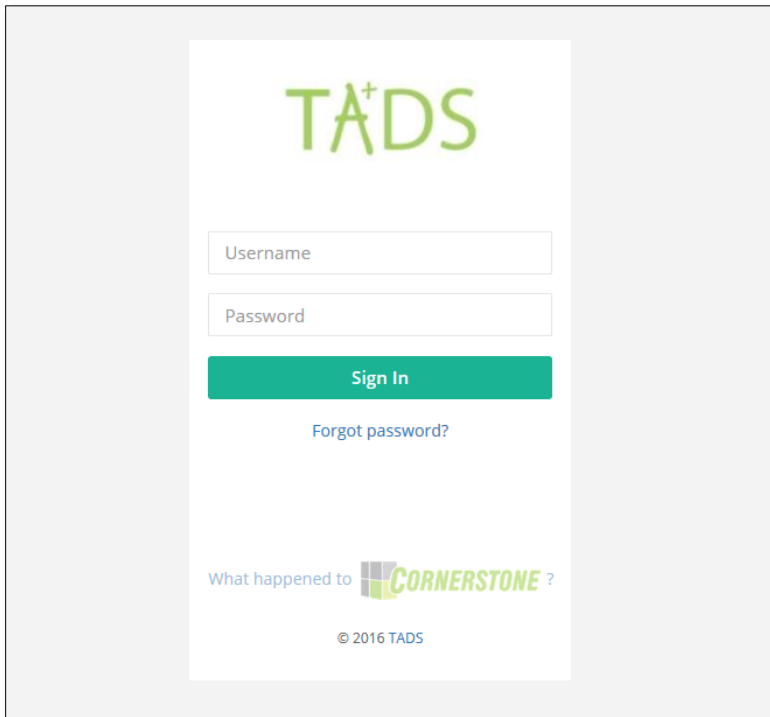
Introduction to Educate: For Parents


Educate is the program that we will be using for you to access your students' information. The system will allow you to look at upcoming assignments and current grades for Grades 5-8 ONLY. Grades K-8 have the ability to see report cards and attendance for your student(s), as well looking at their profiles, schedule and course information. You must have access to the Internet to get to Educate.

Login

You will be provided a username and password by your child's school. You will use this information to log in and access your child's information. Please keep your username and password secure to prevent anyone else from accessing your child's school information. **Each parent has their own username and password.

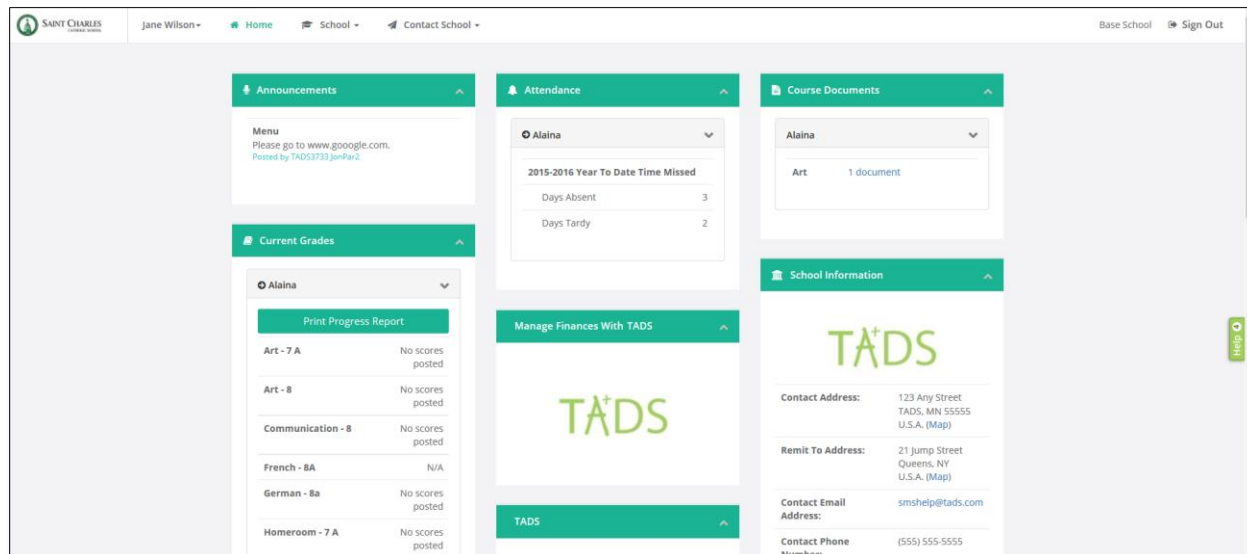
1. Open the Educate website in your Web browser (e.g., Internet Explorer, Firefox, Safari).
 **HINT:** This URL should be provided by your school.
2. In the *Login to Educate* section, in the *Username* text box, type your username.



3. In the *Password* text box, type your password.
 **HINT:** Passwords in Educate are case sensitive.
4. Click *Sign In*.
You are logged into Educate and the *Home* page is displayed.

The Dashboard

The Dashboard view allows you to customize your home page by adding and moving a variety of sections call “widgets.” Each widget will display a specific type of information, and most will provide you with a snapshot of information about your student(s). In the image below, each section with a blue header is a specific widget.

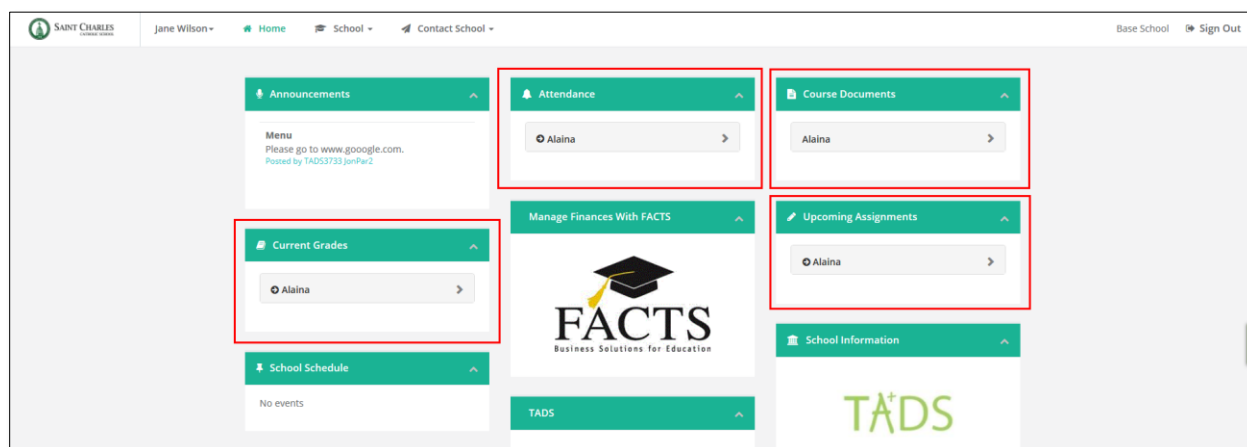


To customize your Dashboard:

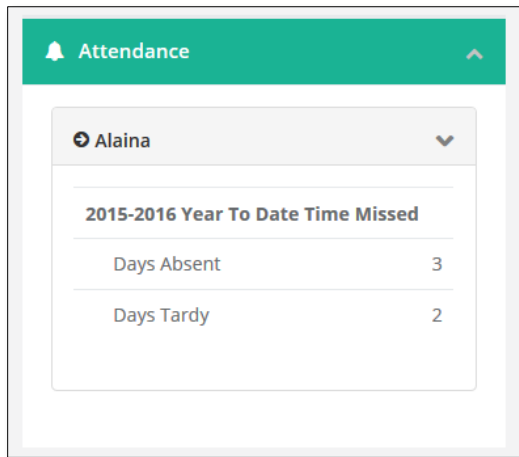
1. To move a widget, click and drag it to the new position.
✎ **NOTE:** When you release your mouse, the other widgets will move to make room for the one you just moved.

Viewing Student Information

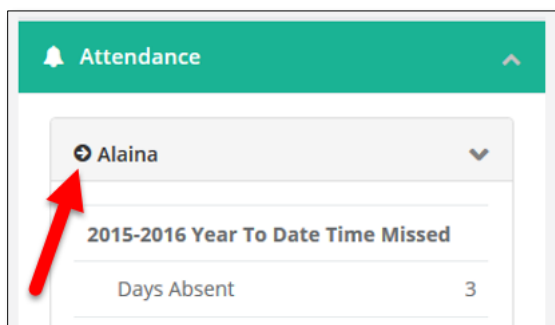
All student information is viewable from your home dashboard.



Click on your student's name to expand or collapse the information within that category.



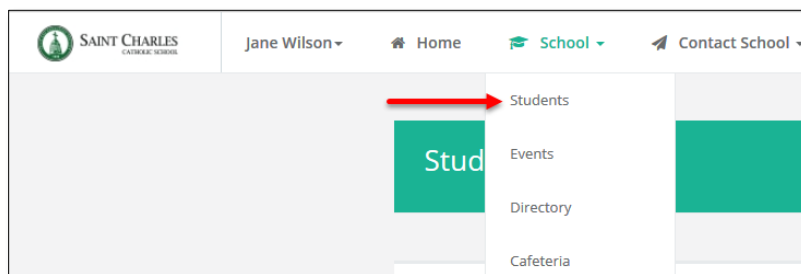
HINT: Click on the black arrow next to your student's name to launch your student's profile.



OR

To view all student information.

1. Click on the *School* tab and select *Students* from the dropdown menu.

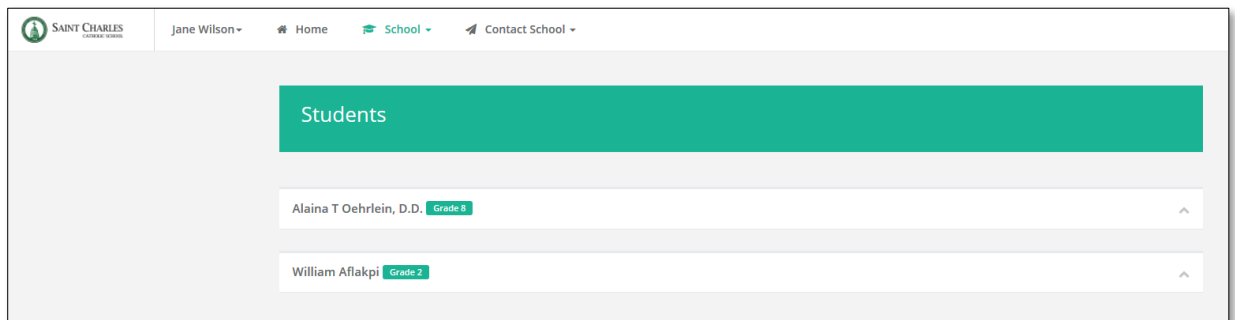


The Students page appears.

NOTE: If you do not see the menu items across the top, you may need to access the profile page through this menu on the right hand side:



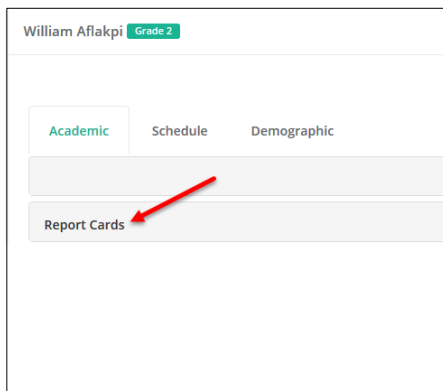
2. Click on a student's name to view information for that student.



Viewing Report Cards

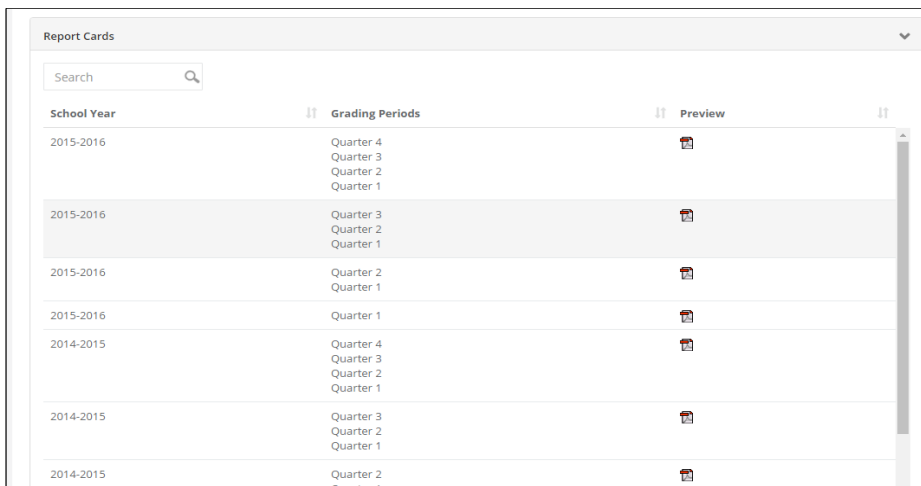
Educate allows you to view your student's report cards once the school has completed and published them. This allows you to access the report cards at any time after they are distributed and from any computer with an Internet connection.

1. Open the student's profile.
2. Under the *Academic* tab, select *Report Cards*.



The student's Report Card information appears.

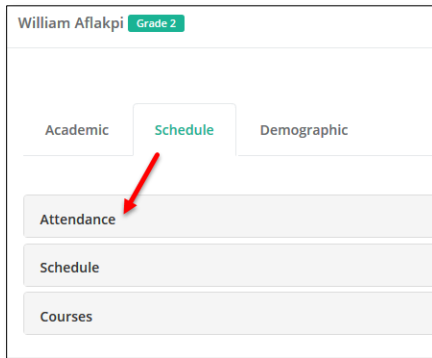
1. Scroll down to choose School Year and Grading Period you wish to view.
2. Click on PDF under Preview to Open/Print Report Card.



Viewing Attendance

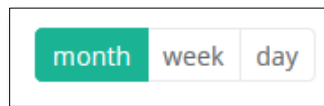
Educate allows you to see the attendance for every student within your household. This gives parents the ability to see their student's attendance record for the entire school year.

1. Open the student's profile.
2. Toggle to the *Schedule* tab and select *Attendance*.



3. The student's attendance information appears.

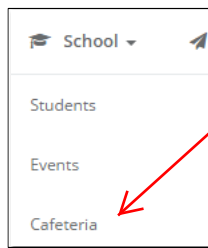
HINT: You can toggle between month, or week, or day views.



Viewing Cafeteria Account

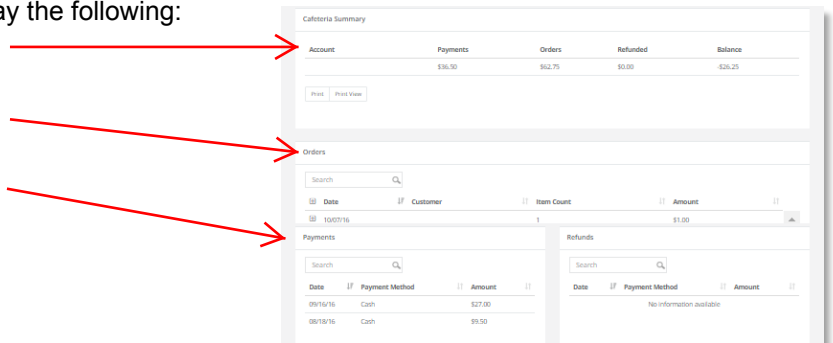
Educate allows Primary Billing Contact to view your student's Cafeteria Account. This allows you to view your student's snack and lunch purchases in Detail or Print a copy.

1. Click on School Tab and from the Drop Down Menu, Select *Cafeteria*



The Cafeteria Summary will appear to display the following:

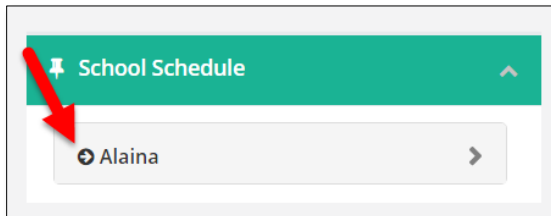
1. Account Information & Balance
2. Order Details and Student
3. Payment and Payment Method



Viewing a List of Student Courses

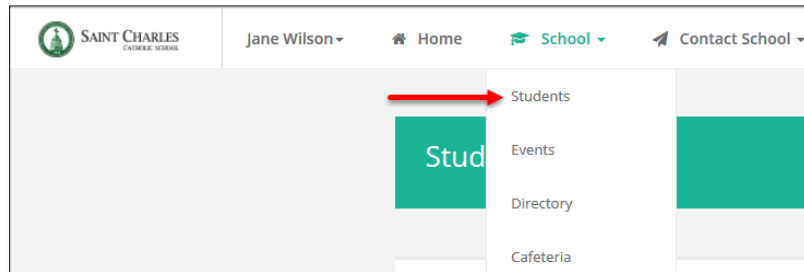
Parents can view detailed information on the courses students in their household are taking. Parents can view when the course meets, the number of credits a course is worth, and uploaded documents such as grading rubrics and assignments.

1. Log in to Educate Household.
2. Click on the Black Arrow next to your student's name.

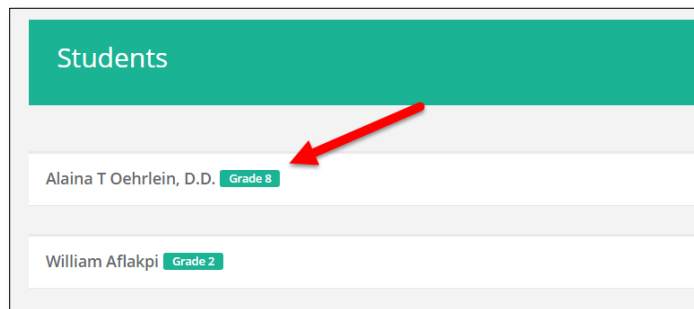


OR

- a) Click the *School* tab and select *Students* from the dropdown menu.

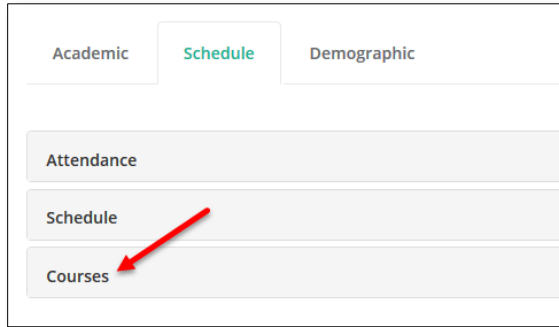


- b) Click on the student's name.

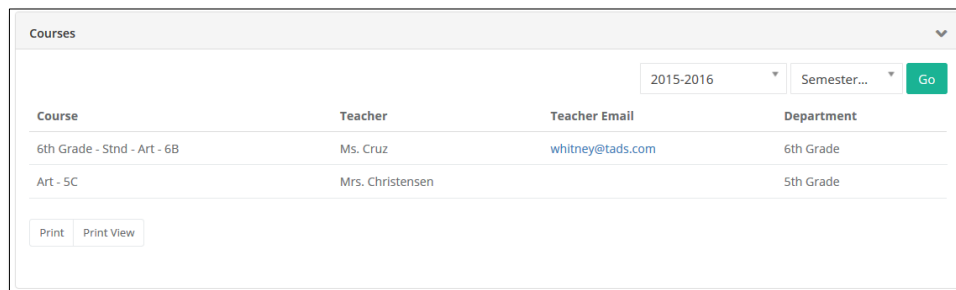


The student's information appears.

- c) Toggle to the *Schedule* tab and select *Courses*.

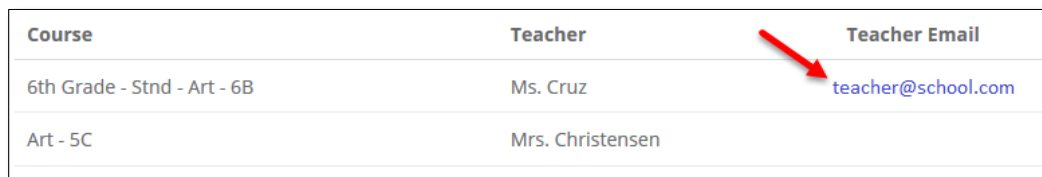


The Course information appears.




OPTIONAL: To email a teacher,

- a. Click on the teacher's email address. An email message box appears.



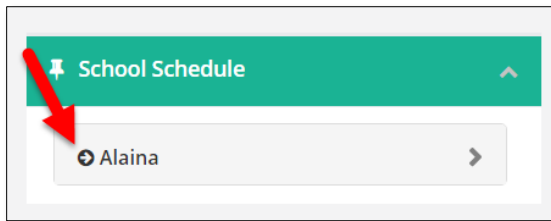
- b. Create the desired message and send.

 **NOTE:** If you do not have a default program set up for email, an email may not automatically open.

Viewing your Student's Profile

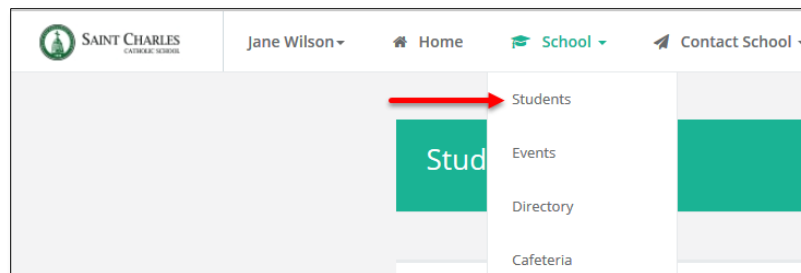
Each student has a profile containing their demographic and contact information; this is what teachers and school officials can see. It also keeps track of school-related information such as locker.

1. Log in to Educate Household.
2. Click on the Black Arrow next to your student's name.

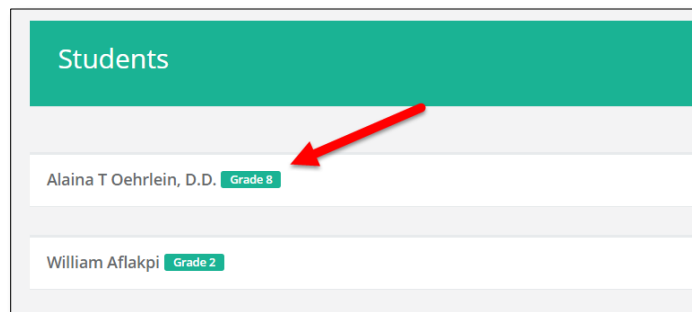


OR

- a) Click the *School* tab and select *Students* from the dropdown menu.



- b) Click on the student's name.



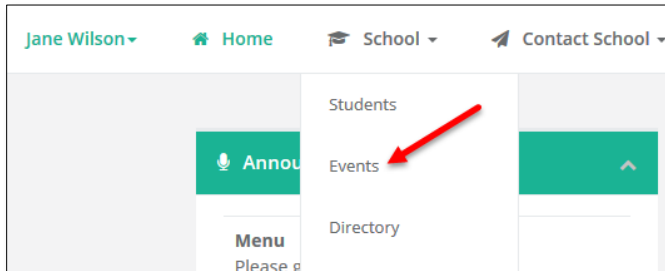
The student's information appears.

3. Toggle to the Demographic tab.
The student's demographic information appears.

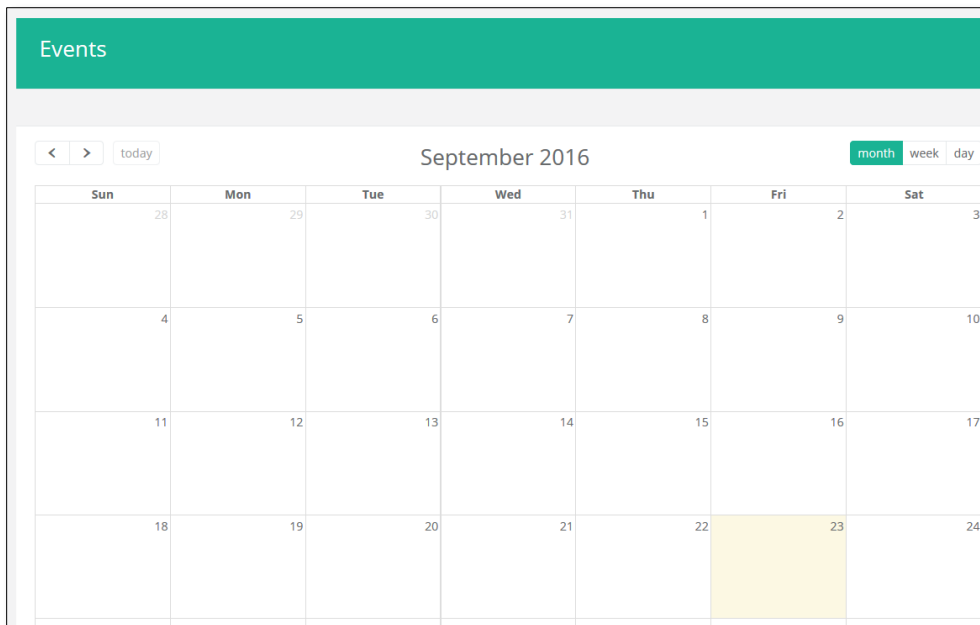
Viewing the Calendar of Events

Any school events related to your student(s) will be displayed in the events calendar, from days off school to fundraisers or music conferences.

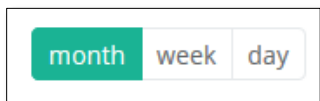
1. Click on *School* and select *Events* from the dropdown menu.




2. The *Events Calendar* page appears.



 **HINT:** You can filter the calendar view by month, week or day.



 **HINT:** You can export your calendar.

