

Introduction to: ClassMate Parent Portal

March 2020



Agenda Topics

- Website Address
- Parent Portal Login
- Student Home Page
- Student Attendance
- Student Discipline
- Student Grades
- Student Schedule
- Logout



Parent Portal: Access

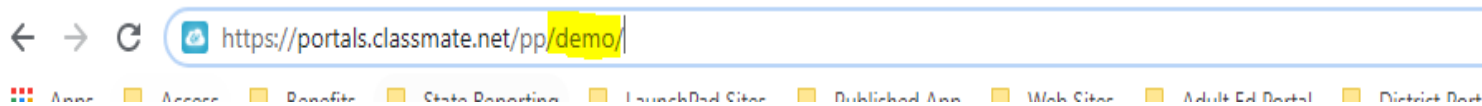
The ClassMate Parent Portal is a secure site that allows only authorized parent contacts to easily access important student information. Prior to the first login, authorized users must have a valid email address entered into the ClassMate System. You must have an internet connection to use the Parent Portal. Contact your CTE ClassMate administrator with any questions.

Getting Started

- Using your computer's Internet Browser, access your internet homepage
- In the address field type:

<http://portals.classmate.net/pp/yourname>

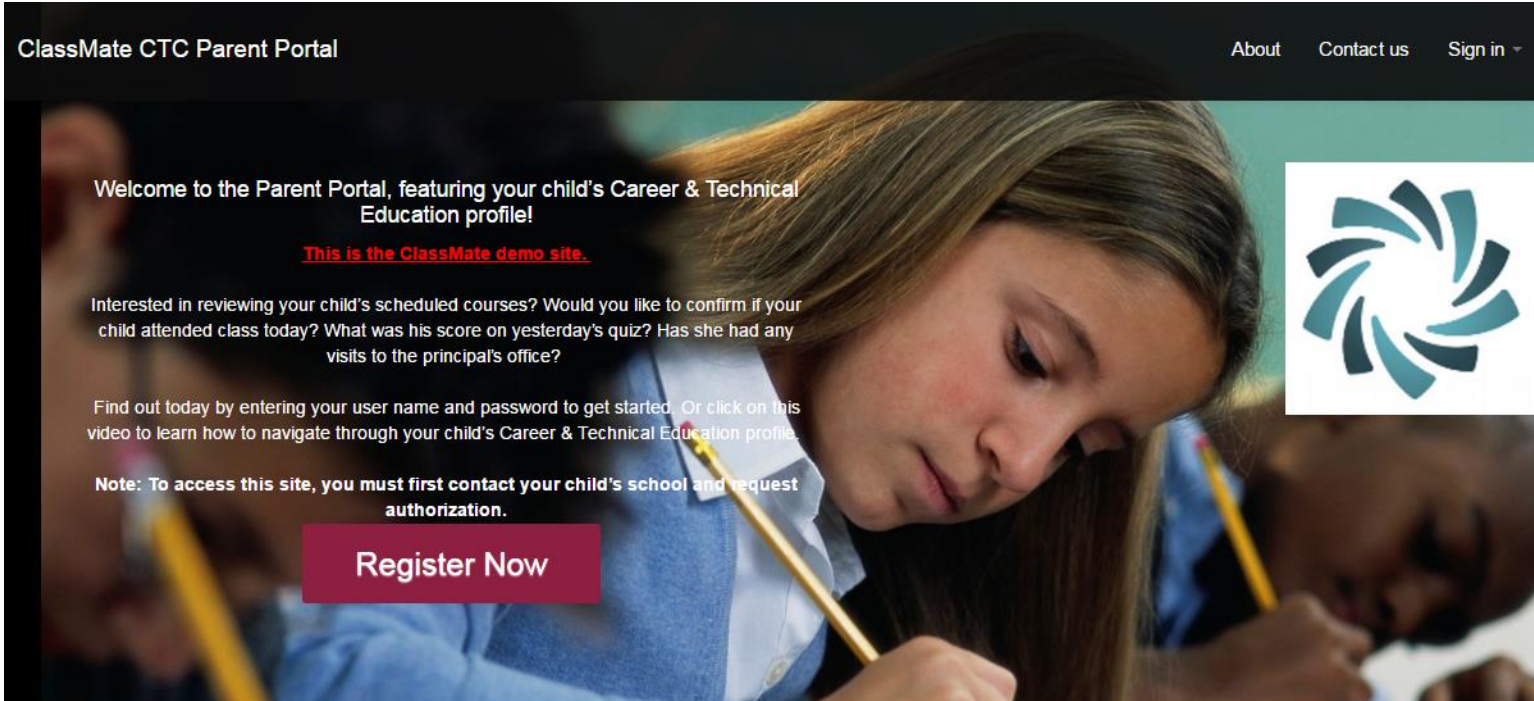
The name you will use in the URL will be provided by your CTE



Parent Portal URL Access

The ClassMate Parent Portal Welcome Page

- Authorized parent contacts can Login
- A Customized Message from the CTC is displayed



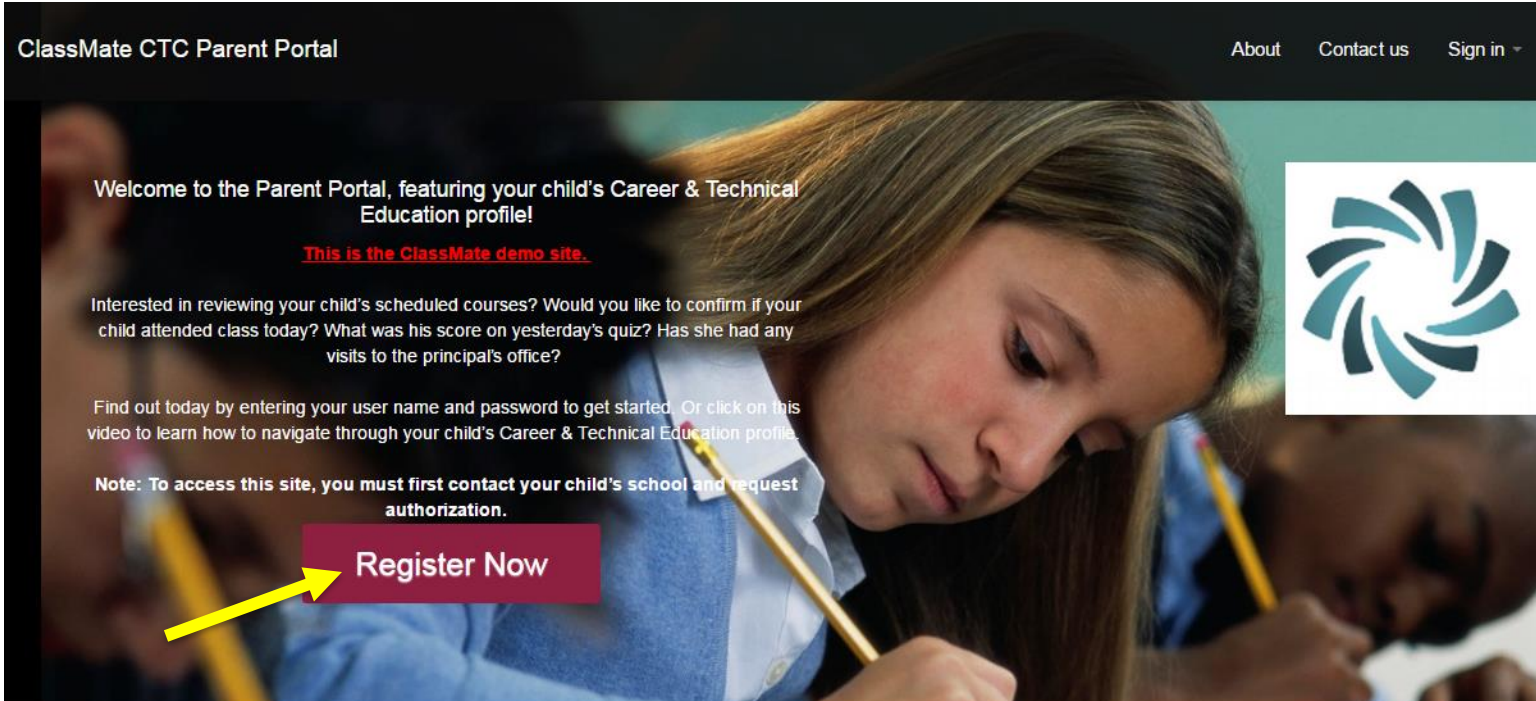
The screenshot shows the ClassMate CTC Parent Portal interface. At the top left, it says "ClassMate CTC Parent Portal". On the top right, there are links for "About", "Contact us", and "Sign in". The main content area features a background image of a student writing. The text on the page reads: "Welcome to the Parent Portal, featuring your child's Career & Technical Education profile!" followed by a red link: "[This is the ClassMate demo site.](#)". Below this, it asks: "Interested in reviewing your child's scheduled courses? Would you like to confirm if your child attended class today? What was his score on yesterday's quiz? Has she had any visits to the principal's office?" and provides instructions: "Find out today by entering your user name and password to get started. Or click on this video to learn how to navigate through your child's Career & Technical Education profile." A note states: "Note: To access this site, you must first contact your child's school and request authorization." A prominent red button labeled "Register Now" is positioned at the bottom of the text area. On the right side of the page, there is a large version of the Harris School Solutions logo and a vertical stack of four circular icons: a graduation cap, a fork and spoon, a grid of four squares, and an open book.

Parent Portal Account Creation

First Time Users

Prior to logging into the ClassMate Parent Portal you must create an account. You will only have to create the account as a first time user.

- Click “Register Now”



Parent Portal Account Registration

First Time Users

The following information is mandatory for portal access.

Enter the following:

First & Last Name

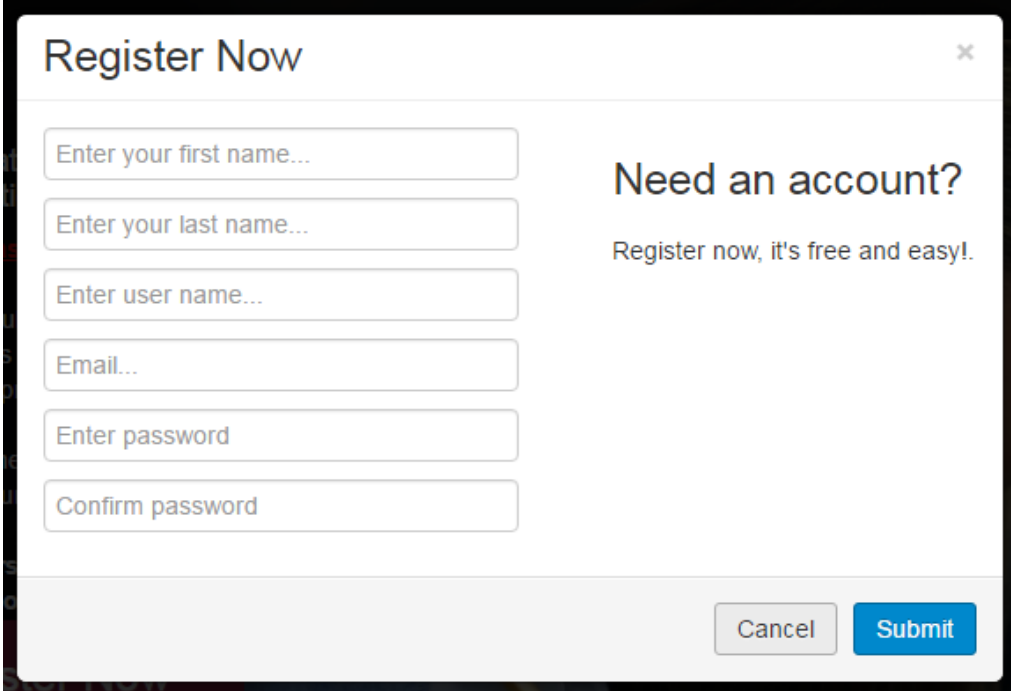
Username

Email

Password

Confirm Password

Click the **Blue Submit** Button



The screenshot shows a 'Register Now' form with the following fields: 'Enter your first name...', 'Enter your last name...', 'Enter user name...', 'Email...', 'Enter password', and 'Confirm password'. To the right of the form, there is a section titled 'Need an account?' with the text 'Register now, it's free and easy!'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Submit'.

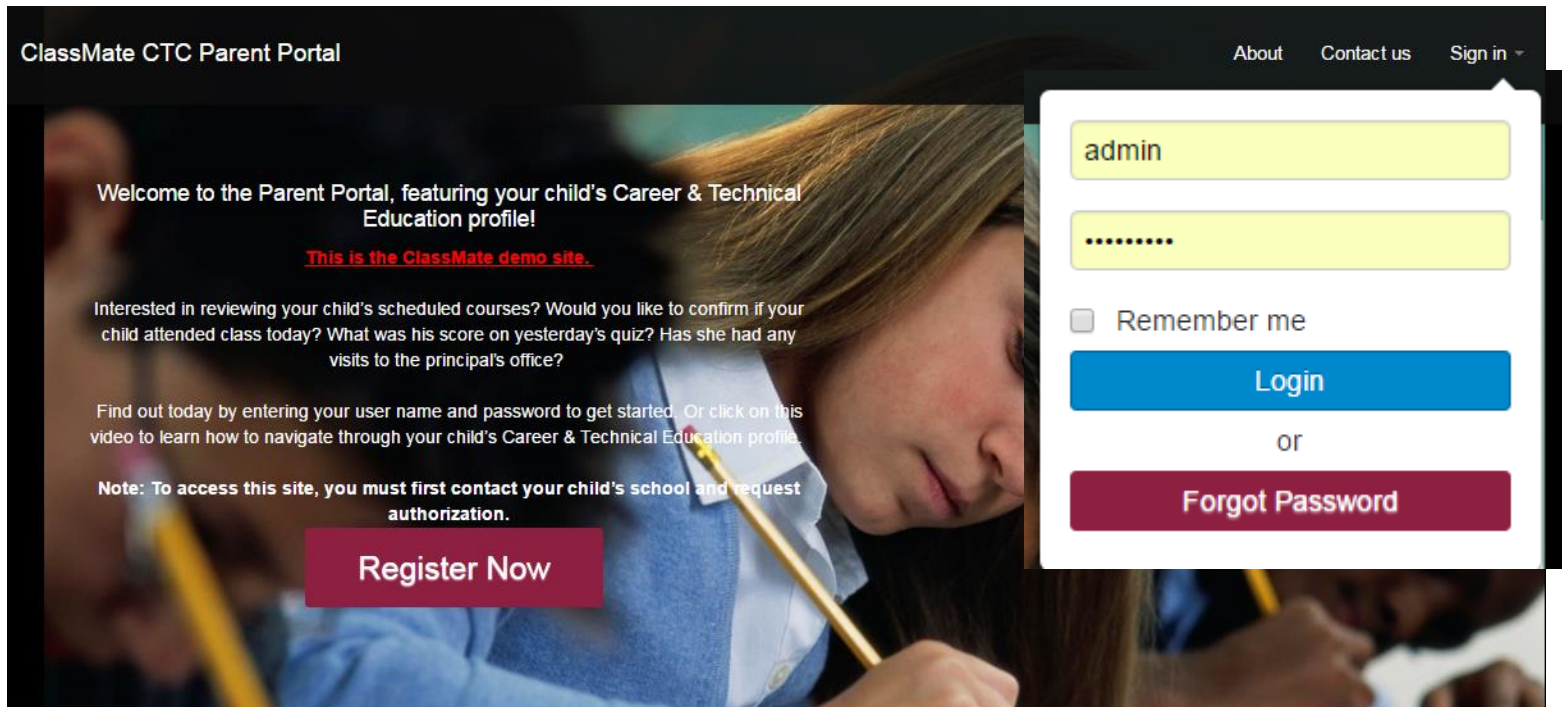
An email registration confirmation will be sent to the email address entered during registration.

Note: You must enter the email address supplied to the CTC

Parent Portal Login

Logging In

- At the right corner of the screen – click Sign In
- Enter the User Name you created during registration
- Enter the password you created during registration
- Click Login



ClassMate CTC Parent Portal

About Contact us Sign in ▾

Welcome to the Parent Portal, featuring your child's Career & Technical Education profile!

[This is the ClassMate demo site.](#)

Interested in reviewing your child's scheduled courses? Would you like to confirm if your child attended class today? What was his score on yesterday's quiz? Has she had any visits to the principal's office?

Find out today by entering your user name and password to get started. Or click on this video to learn how to navigate through your child's Career & Technical Education profile.

Note: To access this site, you must first contact your child's school and request authorization.

[Register Now](#)

admin

.....

Remember me

Login

or

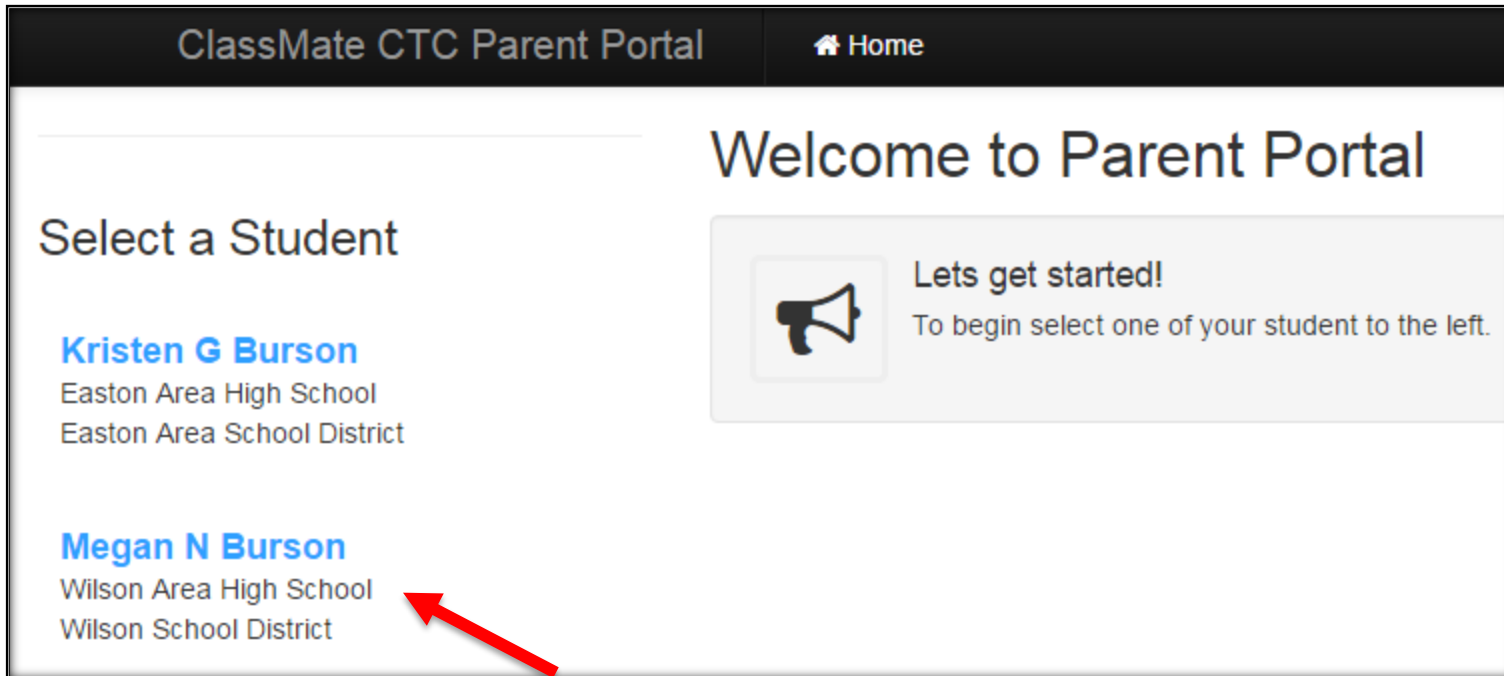
[Forgot Password](#)



Parent Portal Student List

Accessing Student Views

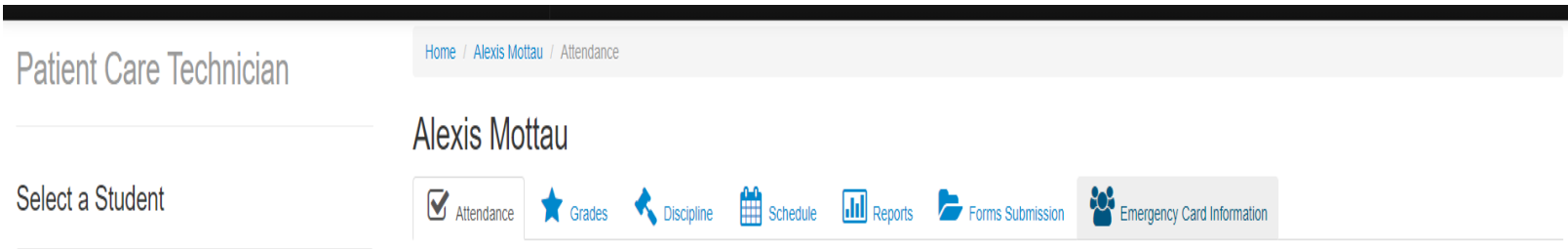
- To access Student Views, click on the name of the student.



Parent Portal: Student Views

Student Views

- There are 7 student views available to turn 'on' in Joomla for displaying for Parents to choose from:
 - Attendance
 - Grades
 - Discipline
 - Schedule
 - Reporting
 - Forms Submission
 - Emergency Card Information
- Click on a student view icon to view student details



The screenshot shows a web interface for a parent portal. At the top left, it says "Patient Care Technician". Below that is a "Select a Student" dropdown menu. To the right, there is a breadcrumb trail: "Home / Alexis Mottau / Attendance". Below the breadcrumb, the student's name "Alexis Mottau" is displayed. At the bottom, there is a navigation bar with several icons and labels: "Attendance" (checked), "Grades", "Discipline", "Schedule", "Reports", "Forms Submission", and "Emergency Card Information" (highlighted).



Viewing Student Attendance

- The attendance view provides an attendance summary along with details for the selected student
- By clicking on a Marking Period, you can view the details of the attendance.
- You can sort by the date and attendance condition by clicking on Date and Description Field Headings

Cosmetology ▾ Teacher Contact: Ms. Carrie Reinhart(email: creinhart@gmail.com)

Attendance Summary

Period	End of Marking Period	Absent Excused	Absent Unexcused	Tardy Excused	Tardy Unexcused
Period 3	04/10/2016	1	0	0	0
Period 2	01/03/2016	1	1	0	1
Period 1	10/29/2015	0	1	1	0

Showing 1 to 3 of 3 entries

← Previous 1 Next →

Period 3

Date	Description	Start Time	End Time
01/04/2016	Student Present	11:40 AM	02:25 PM
01/05/2016	Student Present	11:40 AM	02:25 PM
01/06/2016	Student Present	11:40 AM	02:25 PM

Click the Period to see details below



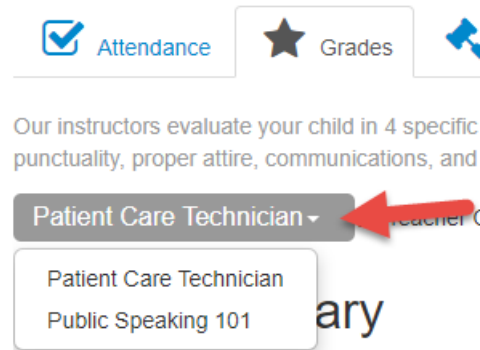
Parent Portal: Grades View

Viewing Student Grades



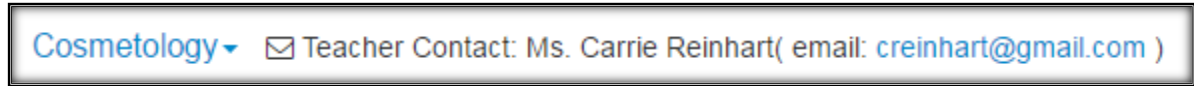
Selecting a Course

- Use the Course Name Drop Down box to select a course to view



Teacher Contact

- Teacher contact information may be available if provided by the CTC



Parent Portal: Grade Details

Grade Summary

- The Grade Summary shows Marking Period grades and Current grades

Grade Details

- Grade Details are provided for Skill, Knowledge and Work Ethics Grades

Grade Summary

Marking Period Grade = Skill - 33.34% Knowledge - 33.33% Work Ethics - 33.33%

Period	End of Marking Period	PGR	Skill	Knowledge	Work Ethics
Current	06/14/16	-	-	-	0
Period 1	10/29/15	86	88	96	57

Showing 1 to 2 of 2 entries

← Previous 1 Next →

Click the Period to see details below

Grade Details for Period 1

Skill	Task Id	Description	End Date	Grade
Knowledge	000102	Keeps all tools in school and in a clean and orderly condition II	09/23/15	08
Knowledge	000103	Keeps all tools in school and in a clean and orderly condition III	09/23/15	07
Work Ethics	000302	Perform a professional shampoo and rinse II	09/23/15	10
Work Ethics	000303	Perform a professional shampoo and rinse III	09/23/15	10

Showing 1 to 4 of 4 entries

← Previous 1 Next →



Skill Grade View

- A skill grade assesses hands-on practical tasks
- Task ID's, Descriptions, Dates and Grades can be viewed

Grade Details for Period 1

Skill	Task Id ▲	Description	End Date	Grade
Knowledge	000102	Keeps all tools in school and in a clean and orderly condition II	09/23/15	08
Work Ethics	000103	Keeps all tools in school and in a clean and orderly condition III	09/23/15	07
	000302	Perform a professional shampoo and rinse II	09/23/15	10
	000303	Perform a professional shampoo and rinse III	09/23/15	10



Parent Portal: Knowledge View

Knowledge Grade View

- A knowledge grade assesses a student's understanding of basic theory
- Activity ID's, Activity Names, Dates and Grades can be viewed
- A descriptive activity name is recommended.

Grade Details for Period 1

Skill	Date	Activity Name	Possible Points	Grade
Knowledge	09/23/15	Math Warm-up sheets: Week of 9/8/14	10	10
Work Ethics	08/12/15	Facials	100	97
	09/23/15	Skin Structure and Growth	100	100
	09/23/15	Skin Disorders and Diseases	100	100
	09/24/15	Color Wheel Quiz	100	100
	09/16/15	Skin Disease and Disorder Test	100	95
	09/23/15	Paraffin Wax Quiz	100	82



Parent Portal: Work Ethics View

Work Ethics View

- A Work Ethics grade assesses a student's employability attributes, including punctuality, proper attire, communication and teamwork skills.
- Work ethics grades are displayed in a real-time environment.
- If the teacher wrote a comment for the student it would display in the Comments column.

Grade Details for Period 1

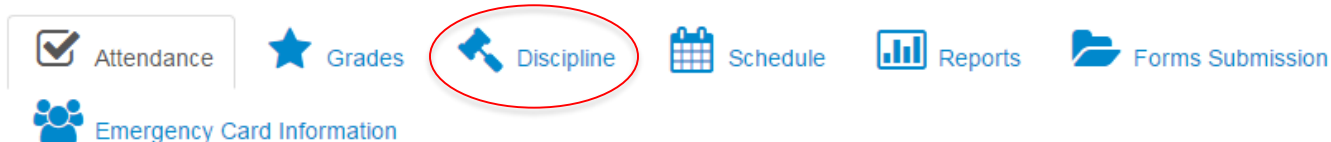
Skill	Date	Comment	Grade	Attend Description
Knowledge	08/06/15		10	Student Present
Work Ethics	08/07/15		10	Student Present
	08/10/15		10	Student Present
	08/11/15		10	Student Present
	08/12/15		10	Student Present
	08/13/15		10	Student Present



Parent Portal: Discipline View

Discipline View

- The Discipline View displays the Date, Discipline Name, Course and Action Taken



Our Administration and Faculty maintain a Student Code of Conduct, which we expect your child to adhere to while they are in the building or at any school-related activity. If you have any questions on a discipline referral recorded for your child, please contact the school administration to schedule a parent conference.

Discipline Summary

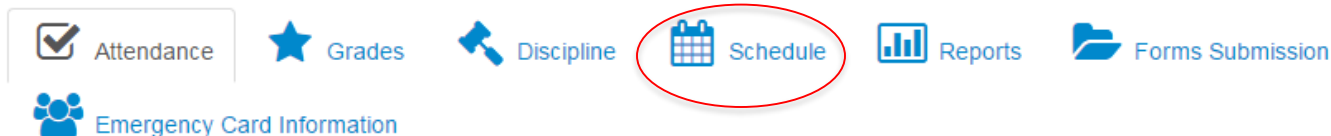
Date	Discipline Name	Course	Action Taken
09/23/15	Insubordination	Cosmetology	Written Warning



Parent Portal: Schedule View

Schedule View

- The schedule view displays the student's current schedule



We work closely with your child's Home School District to accommodate scheduling requests for enrollment into any particular Career & Technical Education course that is offered. If your child has a specific course request, please contact the guidance counselor to schedule a parent conference.

Schedule Summary

Course ▲	Class	Mon	Tue	Wed	Thur	Fri	Room	Instructor	Location
Cosmetology	PM2	11:40 AM	11:40 AM	11:40 AM	11:40 AM	11:40 AM	Cosmetology Classroom 640	Carrie Reinhart creinhart@gmail.com	Harris Career and Technical Center



Parent Portal: Reporting View

Reporting View

- The Reporting view allows the parent to view **submitted** Progress Reports and Report Cards



Report Summary

Report Card Progress Report

Marking Period 1
October 29, 2015
School: Wilson Area High School
Grade: 12

Mouse over the report card comment number to see the comment

Report Card **Grade Equivalent** Legend



Parent Portal: Reporting View

Report Card View

Mouse over the report card comment number to see the comment

Report Card

Grade Equivalent

Legend

Program/Course/Class Teacher name	Factors					Comments			Marking Period				
	K	W	S	P	E	C1	C2	C3	1	2	3	4	F
Cosmetology Carrie Reinhart	96	57	88	90	74				86				

Showing 1 to 1 of 1 records

← Previous 1 Next →

Attendance


Attendance	Previous	Current	Total	% Complete
Tardy Unexcused:	0	0	0	%
Absent Excused:	0	0	0	
Absent Unexcused:	0	1	1	
Tardy Excused :				



Parent Portal: Reporting View

Progress Report View

Select a Progress Reporting Period to view the Submitted Progress Report

Cosmetology ▾  Teacher Contact: Ms. Carrie Reinhart(email: creinhart@gmail.com)

Date Submitted	Progress Status	MP	IDNum
09/23/2015	Not Working To Full Potential	1	1

View of Progress Report:

Progress Report Details

Student Progress Report

Megan Burson

Questions regarding this report can be answered by emailing your child's teacher at creinhart@gmail.com

Your child's progress in this class is: Not Working To Full Potential

Knowledge: 69

Skill: 88

Progress Report # : 1
 Sending School : Wilson Area High School
 Course : Cosmetology
 Instructor : Carrie Reinhart
 Grade : 12

Grade to Date: 73 As of 09/23/2015

Comments/Recommendations
 Improvement is required to succeed in this course

Comments/Recommendations
 Shows improvement

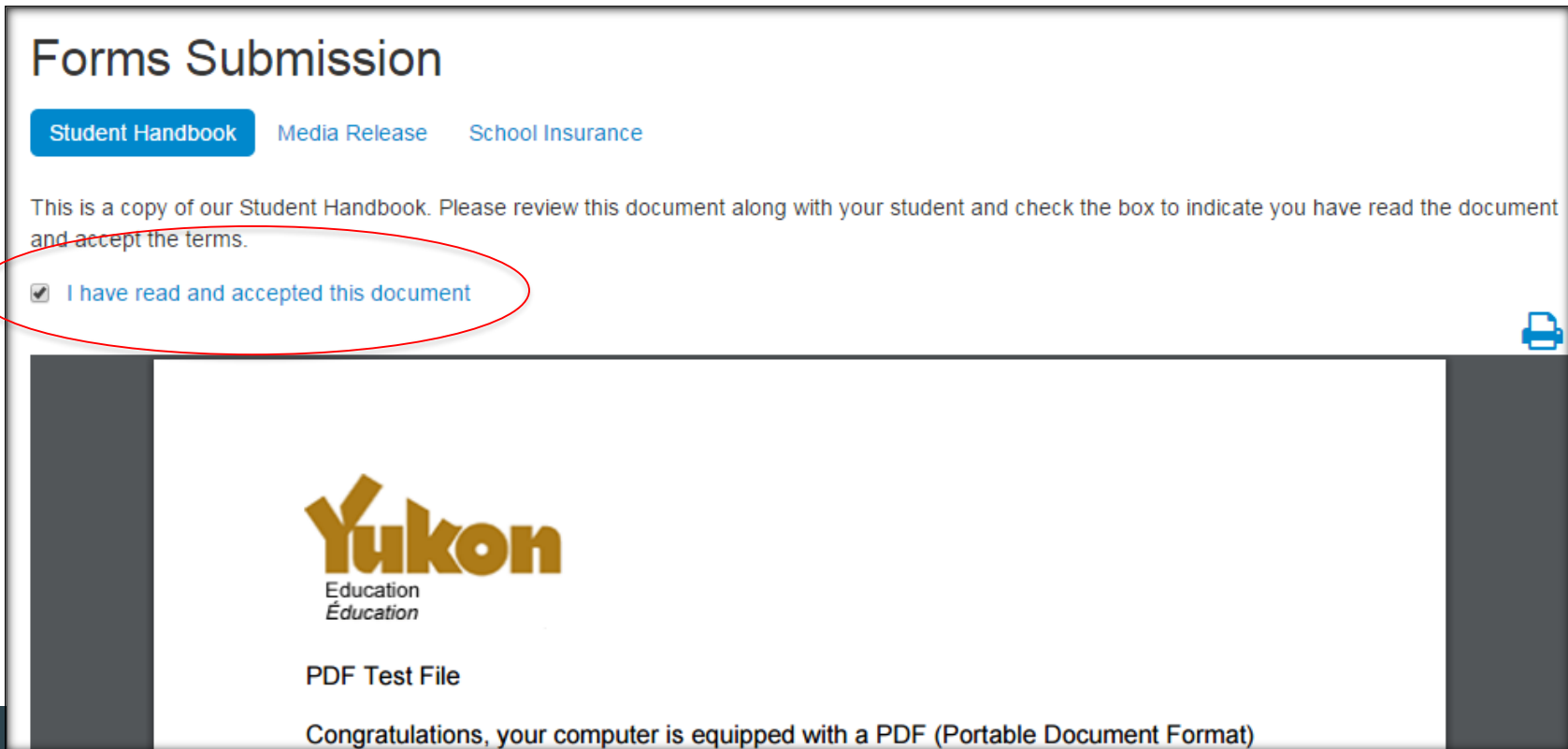


Parent Portal: Forms Submission View

Forms Submission View



Your Student's CTC has uploaded various Forms that can be electronically signed and/or submitted. By checking the 'I have read and accepted this document', this will create an automatic link to your child's student account in the ClassMate system verifying you have read and accept the document.

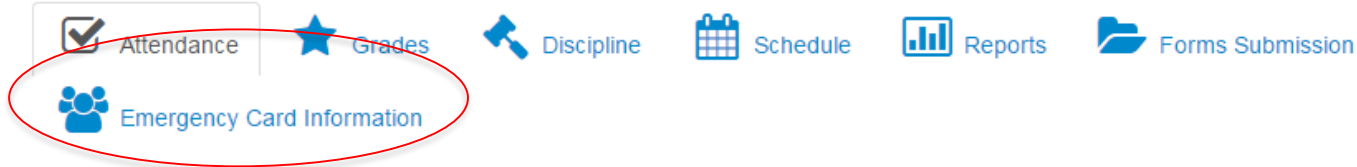


The screenshot shows the 'Forms Submission' page. At the top, there are three tabs: 'Student Handbook' (active), 'Media Release', and 'School Insurance'. Below the tabs, the text reads: 'This is a copy of our Student Handbook. Please review this document along with your student and check the box to indicate you have read the document and accept the terms.' A red circle highlights the checkbox labeled 'I have read and accepted this document'. Below this is a large area with the Yukon Education logo and the text 'PDF Test File' and 'Congratulations, your computer is equipped with a PDF (Portable Document Format)'. On the right side, there is a vertical stack of icons: a graduation cap, a fork and spoon, a grid of four squares, and an open book.

Parent Portal: Emergency Card Information View



Emergency Card Information View



You have the ability to update your contact information that is on file at your child's CTC. You can also add a contact. Depending on rules/regulations put in place by the CTC, you may be restricted to only updating your own information – not any other contact for your student. In that situation, should you find information that needs to be changed for another contact for your child, you should contact the CTC to make the change.

Emergency Card Verification I have verified all contact information as correct

[Add New Contact](#)

Primary	Alternate	Resident	Type	Name	Home Phone	Work Phone	Cell Phone	Address Line 1	Address Line 2	City/State	Zip	Email
F	F	T	Guardian 1	Mrs. Cindy Black	9994622958	999	6103567893	7599 Bath-Pike Blvd		Easton, PA	18042	cdau
F	F	T	Aunt	Ms. Victoria Mottau	9994622958	999		7599 Bath-Pike Blvd		Easton, PA	18042	vmot



Parent Portal: Emergency Card Information View



Emergency Card Information View

Updating Contact Information

1. Select a contact by clicking in the row of that contact

Primary ▲	Alternate ▲	Resident ▲	Type ▲	Name ▲	Home Phone ▲	Work Phone ▲	Cell Phone ▲	Address Line 1 ▲	Address Line 2 ▲	City/State ▲	Zip ▲	Email
F	F	T	Guardian 1	Mrs. Cindy Black	9994622958	999	6103567893	7599 Bath-Pike Blvd		Easton, PA	18042	cdau

2. Update the appropriate information on the next page that opens

ie: Address, Phone Numbers, etc

3. Click the Blue Save changes button



Parent Portal: Emergency Card Information View

Emergency Card Information View



Adding New Contact Information

1. Click the Green Add New Contact button
2. Fill in all appropriate information, including all Required fields (represented with a red *)
3. Click the Blue Save button

A green rectangular button with the text "Add New Contact" in white, sans-serif font.

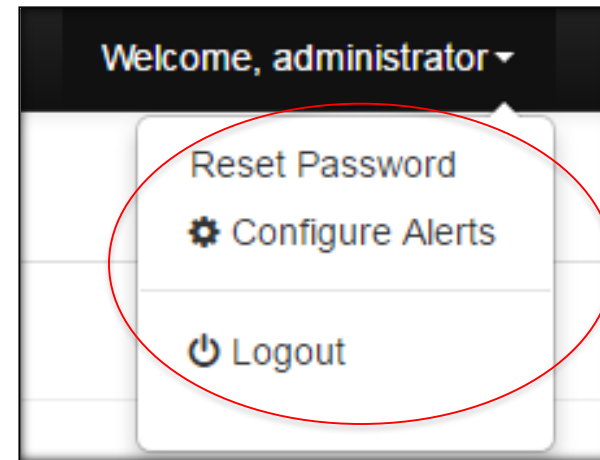


Parent Portal: User Account Options

Using User Account options

In the top right hand corner, you have some options for your user account:

- Configure /Set up Email Alerts
- Reset your password
- Logout



To set Email alerts regarding your student, select Configure Alerts



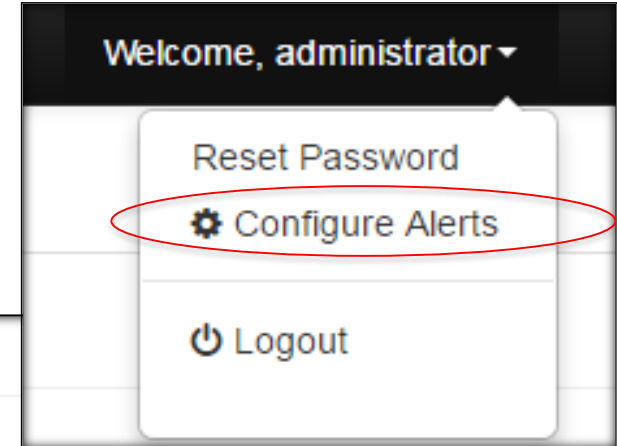
Parent Portal: User Account Options

Using User Account options

To set Email alerts regarding your student, select Configure Alerts

Identify any Alert you would like to receive by checking the box next to the alert.

For grading – you can set a period grade threshold.



Email Alert Configuration

Attendance

- Student is Absent
- Student is Tardy

Grading

- Student's marking period grade has fallen below

Discipline

- Student has recieved a discipline referral
- Student has been assigned a suspension

Assignments

- Student has been given a new Knowledge assignment

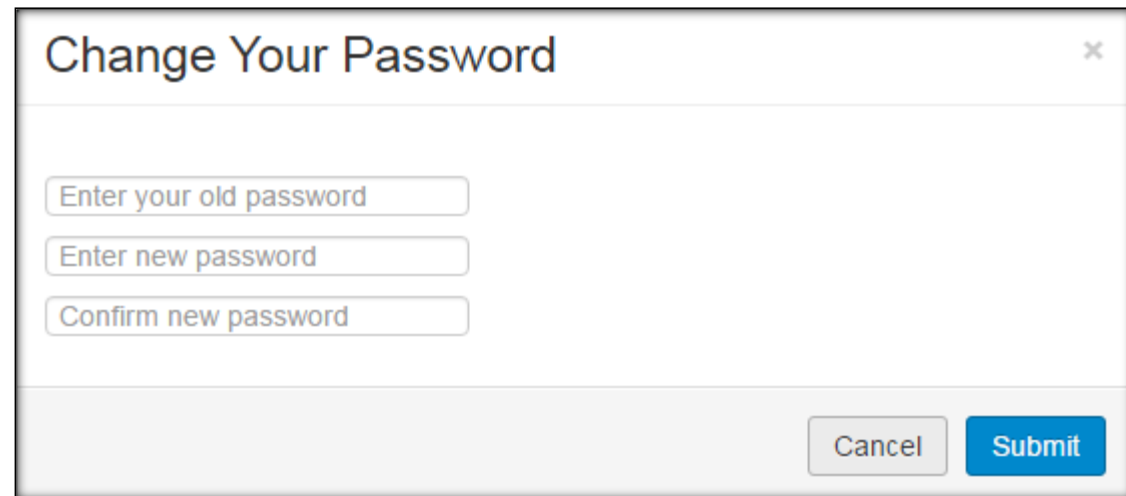
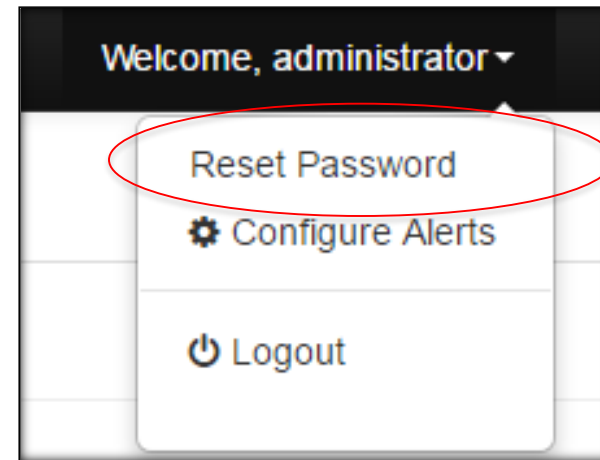


Parent Portal: User Account Options

Using User Account options

To reset your password, click Reset Password.

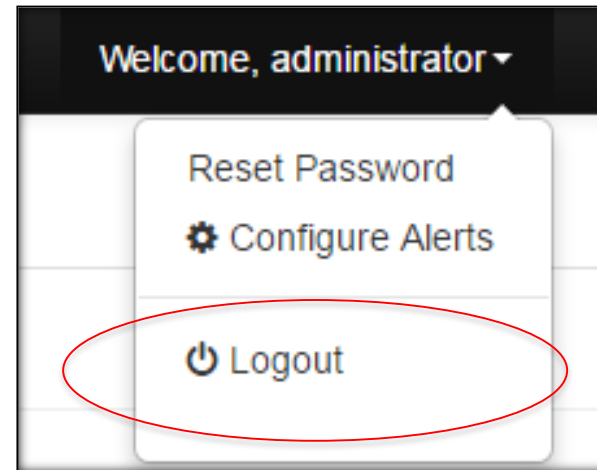
Enter in your old password, then your new password, followed by the new password again. Click Submit.

A screenshot of a "Change Your Password" form. The form has a title bar with a close button (X). Below the title, there are three input fields: "Enter your old password", "Enter new password", and "Confirm new password". At the bottom right, there are two buttons: "Cancel" and "Submit".

Parent Portal: User Account Options

Using User Account options

To Log Off of the Portal, click Log Out



ClassMate
1660 Valley Central Parkway
Suite 500
Bethlehem, PA 18017

855-984-1228 Help Desk:
Option 1
www.classmate.net

