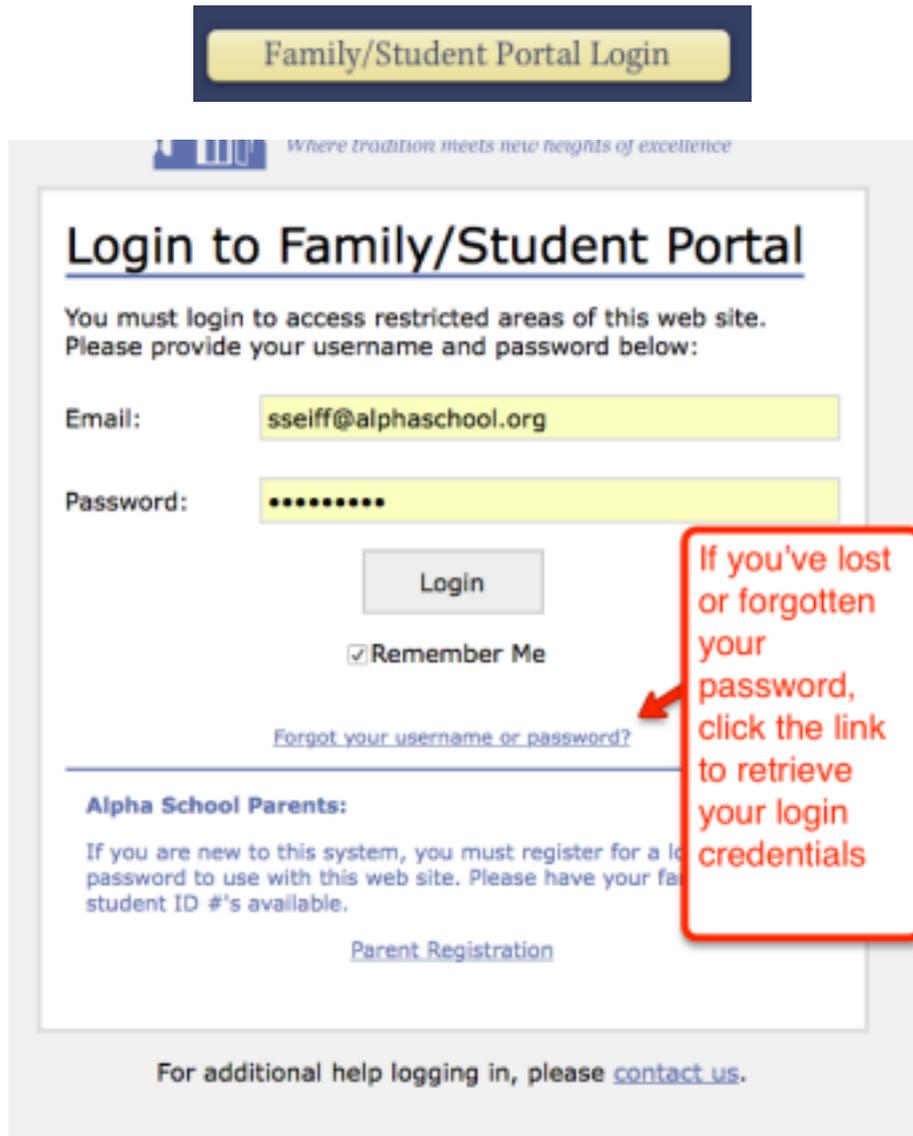


# New Family/Student Portal Instructions

Click the yellow Family/Student portal button from the Alpha website's Home Page header to display the login screen



The image shows a screenshot of the 'Family/Student Portal Login' page. At the top, there is a dark blue header with a yellow button labeled 'Family/Student Portal Login'. Below this is the login form itself, which has a light gray background. The form title is 'Login to Family/Student Portal'. Below the title, it says 'You must login to access restricted areas of this web site. Please provide your username and password below:'. There are two input fields: 'Email:' with the value 'sseiff@alphaschool.org' and 'Password:' with a masked password '.....'. Below the password field is a 'Login' button and a checked checkbox labeled 'Remember Me'. A link 'Forgot your username or password?' is located below the 'Remember Me' checkbox. A red callout box with a white background and a red border is positioned to the right of the 'Forgot your username or password?' link. The text inside the callout box reads: 'If you've lost or forgotten your password, click the link to retrieve your login credentials'. Below the callout box, there is a section titled 'Alpha School Parents:' with a paragraph of text: 'If you are new to this system, you must register for a login password to use with this web site. Please have your family student ID #'s available.' and a link 'Parent Registration'. At the bottom of the form, it says 'For additional help logging in, please [contact us](#).'

When you log in, your child's Dashboard will appear. Details of the Dashboard are explained on the pages to follow.

## OVERVIEW of the DASHBOARD

The Dashboard shows at a glance ONE WEEK of information for ONE STUDENT including the Alpha Calendar, Dismissal, and assignments.

The screenshot shows the Alpha School dashboard for a student named Emily. The dashboard is titled "Emily's Week Starting 12/31/2017". It features a weekly calendar grid with columns for Sunday through Saturday. The first row is labeled "Favorited Class/Activity" and includes the Alpha School Calendar, Attendance / Dismissal, 9th Grade Earth Science, 9th Grade Language Arts, 9th Grade Math, 9th Grade Religion, and 9th Grade Social Studies. The second row is labeled "Dismissal information" and shows dismissal times for each day. The remaining rows show various classes and activities with links to view individual calendar and teacher pages. Red callout boxes provide instructions on how to use the dashboard features:

- Click this menu item to view the list of classes you can Favorite for your student** (points to the "Class/Activity List" link in the top navigation bar).
- Use the dropdown button to switch dashboards if you have more than one Alpha student.** (points to the "Self, Emily" dropdown menu).
- Classes you've "Favorited" for this student using the Class/Activity List are listed here** (points to the "Favorited Class/Activity" column header).
- Dismissal information for your student is shown here. Grey blocks show the Normal schedule; yellow blocks show a Single-Day change.** (points to the "Attendance / Dismissal" row).
- Click the links to view individual Calendar & Teacher pages for each class** (points to the class names in the "Favorited Class/Activity" column).

- Each student has his/her own Dashboard. If you have more than one student, use the drop down button to switch dashboards
- The first row always shows the Alpha School calendar
- The second row always shows that child's dismissal information
- The remaining rows are customizable – they are classes you have "favorited" from the CLASS/ACTIVITY List page

## CHANGING DISMISSAL/ATTENDANCE

| Favorited Class/Activity            | Sunday       | Monday       | Tuesday      | Wednesday                   | Thursday               | Friday              |
|-------------------------------------|--------------|--------------|--------------|-----------------------------|------------------------|---------------------|
| Alpha School Calendar               | 01/14        | 01/15        | 01/16        | 01/17<br>Wacky Wednesday... | 01/18                  | 01/19               |
| Attendance / Dismissal              | 01/14<br>Bus | 01/15<br>Bus | 01/16<br>Bus | 01/17<br>NORMAL SINGLE      | 01/18<br>Walker SINGLE | 01/19<br>Bus SINGLE |
| 6th Grade Earth Science Mrs. Cessar | 01/14        | 01/15        | 01/16        | 01/17<br>CH 12 test         | 01/18                  | 01/19               |

**NORMAL Wednesday attendance schedule for Emily**

effective since 01/02/2018

Morning Daycare

Walker

Daycare

Bus

Activity

Pickup Person:

Relationship:

Comment:

(May be printed on attendance report.)

Make changes then click the SAVE button.

Changes to the NORMAL schedule will be effective starting the date shown, and will remain effective until you change the NORMAL schedule again.

## FAVORITING CLASSES (Customizing your student's Dashboard)

To access a list of all classes from which you can choose, click the Class/Activity List button in the menu.



This page lists all of our class and activities available in the private parent section of our website.

Scroll to see your student's grade level(s). If you want to easily access these pages from your Dashboard, you can add each favorite class or activity for your student by clicking on that student's name in the row adjacent to the class/activity.

|           |                           |                  |                                     |
|-----------|---------------------------|------------------|-------------------------------------|
| 5th Grade | Physical Education PK - 8 | Mr. Hedglin      |                                     |
| 5th Grade | Spanish 4-6               | Mrs. Cardella    |                                     |
| 5th Grade | Spelling 3-8              | Miss Olivo       |                                     |
| 6th Grade | 6th Grade Earth Science   | Mrs. Cessar      | <input checked="" type="checkbox"/> |
| 6th Grade | 6th Grade Language Arts   | Mrs. Evankovich  | <input checked="" type="checkbox"/> |
| 6th Grade | 6th Grade Math            | Mrs. Forbes      | <input checked="" type="checkbox"/> |
| 6th Grade | 6th Grade Religion        | Mrs. Brown-Clair | <input checked="" type="checkbox"/> |
| 6th Grade | 6th Grade Social Studies  | Miss Zazos       | <input checked="" type="checkbox"/> |
| 6th Grade | Art PreK-8                | Mrs. Brown-Clair | <input type="checkbox"/>            |
| 6th Grade | Computers K-8             | Mrs. Seiff       | <input type="checkbox"/>            |
| 6th Grade | Health 4-8                | Mr. Hedglin      | <input type="checkbox"/>            |
| 6th Grade | Music PreK - 8            | Mr. Kadan        | <input type="checkbox"/>            |
| 6th Grade | Physical Education PK - 8 | Mr. Hedglin      | <input type="checkbox"/>            |
| 6th Grade | Spanish 4-6               | Mrs. Cardella    | <input checked="" type="checkbox"/> |
| 6th Grade | Spelling 3-8              | Miss Olivo       | <input checked="" type="checkbox"/> |
| 7th Grade | 7th Grade Language Arts   | Mr. Beacham      |                                     |
| 7th Grade | 7th Grade Life Science    | Mrs. Cessar      |                                     |

Click to select or de-select classes you'd like to have appear on your student's Dashboard.

## ASSIGNMENTS on the DASHBOARD

Assignments that each teacher has posted are listed for the classes you have Favorited

*AS NOTED – all assignments are listed on the day they are DUE.*

| Favorited Class/Activity                | Sunday        | Monday        | Tuesday             | Wednesday           | Thursday            | Friday                                      | Saturday |
|---|---------------|---------------|---------------------|---------------------|---------------------|---|----------|
| Alpha School Calendar                   | School Closed | School Closed |                     |                     |                     |   |          |
| Attendance / Dismissal                  |               | Bus           | Walker              | Activity            | Walker              |   |          |
| 6th Grade Earth Science Mrs. Cesser     |               |               |                     |                     | HW Read p. 412...   |   |          |
| 6th Grade Language Arts Mrs. Evankovich |               |               | December Journ...   |                     |                     | All American Blu...<br>Unit 7 Vocabulary... |          |
| 6th Grade Math Mrs. Farber              |               |               | Operations with ... |                     |                     |   |          |
| 6th Grade Religion Mrs. Brown-Clair     |               |               |                     |                     |                     | Bible Test                                  |          |
| 6th Grade Social Studies Miss Zouss     |               |               |                     | Outline Chapter ... | Outline Chapter ... | Outline Chapter ...                         |          |

**December Journal Due**  
Homework Due Today - 01/02/2018 - 01/02/2018

December Journal:

Option 1  
If you could spend Christmas vacation anywhere, where would you go? Would you travel or stay at home? What would you do there? Who would you choose to have there with you?

Option 2  
Write about the first Christmas from the perspective of someone who was involved, such as Mary, Joseph, a wiseman, shepherd, angel, the innkeeper, etc.

Click to view any detail provided for that assignment

# CALENDAR & TEACHER PAGES (each class has its own page)

From your Dashboard, click on a link to a teacher/class to view the one-month Calendar and Teacher Notes for that class.

## Calendar & Teacher Page for 2nd Grade Mrs. DeVore Mrs. DeVore

Assignments are listed on the day they are DUE

| Sunday | Monday                        | Tuesday                      | Wednesday  | Thursday   | Friday   | Saturday |
|--------|-------------------------------|------------------------------|--|--|--|----------|
| 12/31  | 01/01<br>Study Spelling Words | 01/02<br>This Week in Seccon | 01/03<br>Math Workbook pa.<br>Library Books Due<br>This Week in Seccon | 01/04<br>Grammar Homework<br>Test Today in Math<br>Swim Today<br>This Week in Seccon | 01/05<br>Simple Solutions Le...<br>Test Today on Violet...<br>Spelling Test Today<br>This Week in Seccon |          |
|        | 01/07<br>Gym Today            | 01/08                        | 01/09  | 01/10  | 01/11  | 01/12    |
| 01/14  | 01/15                         | 01/16                        | 01/17  | 01/18  | 01/19  | 01/20    |
| 01/21  | 01/22                         | 01/23                        | 01/24  | 01/25  | 01/26  | 01/27    |
| 01/28  | 01/29                         | 01/30                        | 01/31  | 02/01  | 02/02  | 02/03    |

**Teacher's Notes:** This is a great website to practice our spelling words each week. [spellingcity.com](http://spellingcity.com)

This website goes with our math book. You can play games, practice math problems, and do brainteasers! [www.progressinmathematics.com](http://www.progressinmathematics.com)

This link will allow you to see our reading books and extra leveled readers online. To access the information our **Username** is **FirstGrade** and the **password** is **alpha1**. Once logged in, go to **My Library**  
<https://www.k5.thinkcentral.com/ePC/start.do>

### Example 1: Mrs. DeVore's 2<sup>nd</sup> Grade

**Spelling Test Today**  
Test - 01/05/2018

Spelling Words:

pay, wait, paint, train, pail, clay, tray, plain, stain, hay, gray, away, stay, day, raisin, birthday