



Peoria Unified School District’s User Guide

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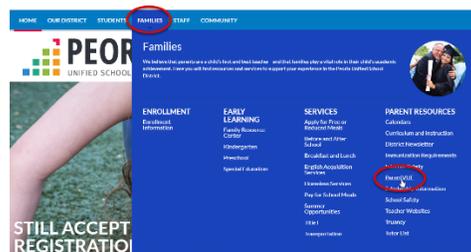
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Activating Your Account

Open your Internet browser and go to the Peoria Unified School District home page:

<http://www.peoriaunified.org>

1. Hover over the *Families* tab and then click to select **ParentVUE**.



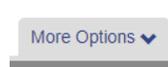
2. Click the **Click Here to Enter** button.



3. Click **I am a parent >>**.



4. Click **More Options**.



5. Click **Activate Account**.



6. Click **I Accept** to accept the privacy statement.



7. Click **I Accept**.

A form titled 'Step 1 of 3: Privacy Statement'. It contains a paragraph of text explaining the FERPA law and the school district's obligations. At the bottom, there is a blue 'I Accept' button and a 'Return to login' button. The 'I Accept' button is highlighted with a red box.

8. Enter your **First Name**, **Last Name**, and **Activation Key** exactly as they appear in the *Activation Key Letter* you received from your school office.

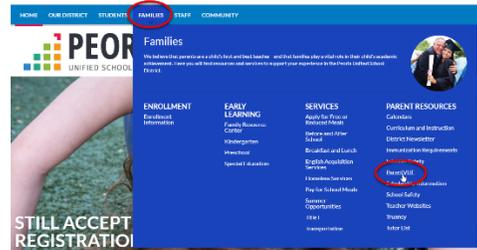
A form titled 'Step 2 of 3: Sign In with Activation Key'. It contains three input fields: 'First Name', 'Last Name', and 'Activation Key'. Below the fields is a blue 'Continue to Step 3' button.

9. Click the **Continue to Step 3** button.

10. Create a **User Name, Password (Confirm Password)**, and enter your **Primary Email**.
11. Then click the **Complete Account Activation** button.

Logging into Your Account

1. Open your Internet browser and go to the Peoria Unified School District home page: <http://www.peoriaunified.org>
2. Hover over the *Families* tab and then click to select **ParentVUE**.



3. Click the **Click Here to Enter** button.



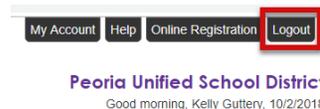
4. Click **I am a parent >>**.



5. Enter your **User Name** and **Password**.
6. Then click the **Login** button.

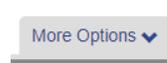
Logging out of Your Account

1. Be sure to click the **Logout** link in the upper right corner of the page.



Forgot Your Password?

1. From the ParentVUE Login page (see steps 1-3 above), click **I am a parent>>**.
2. Click the **More Options** button.



3. Click the **Forget Password** link.
4. Enter **your primary email** that was used during your account activation.
5. Then click the **Send Email** button.



Send Password Reset Request

Enter your email address or user name and we will email you a link to change your password. knielsen@ousd11.net

Send Email

6. A message will be sent to your primary email including a link to change your password.



7. Once you click the link in the email, complete the form including your first and last name, and your preferred new password. Then confirm the new password and click **Change Password**.

Change Password

To change your password, enter your current First and Last Name (must match name on account), type the new password twice to confirm, then press the Change Password button.

User Name: sddkins

First Name:

Last Name:

New Password:

Confirm New Password:

Change Password

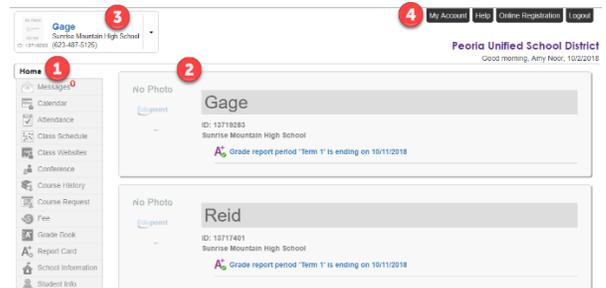
8. If the password reset page is still open, click the **Click to return to Login** link to enter the password you were emailed.

Click to return to Login

Otherwise, follow steps 1-6 under *Logging into Your Account* above.

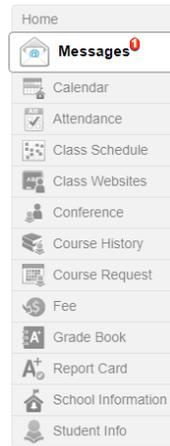
ParentVUE Home Screen

1. **Navigation Bar** –contains links to various areas within ParentVUE
2. **Recent Events** – includes grading period dates, conference events, school events, attendance notes, etc.
3. **Focus Menu** – allows you to select from the children actively enrolled in the district.
4. **My Account** – access to your account information
- Help** – information provided by the district
- Online Registration** – access to online registration during the registration period
- Logout** – be sure to logout when finished



Messages

The **Messages** screen will have a list of messages from your child’s teacher(s).



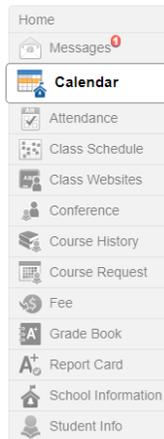
1. Click on the mail icon (blue envelope) to view the message. Click it again to close the message.

MESSAGES

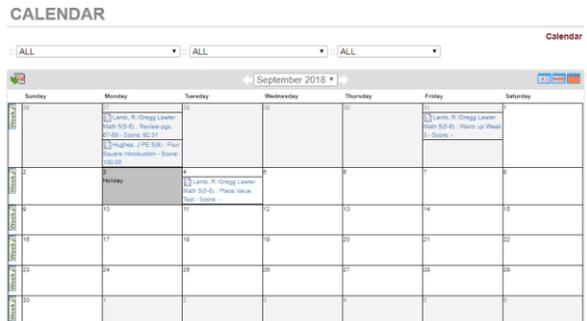
	Date	Subject
	03/05/2018	Online Enrollment

Calendar

The **Calendar** screen displays assignments from the grade book (for the student shown), and other school and district events.



NOTE: Information in blue is a clickable link with more details.



Views

1. You can select a view for the calendar -day, week, or month - in the upper right-hand corner of the calendar.

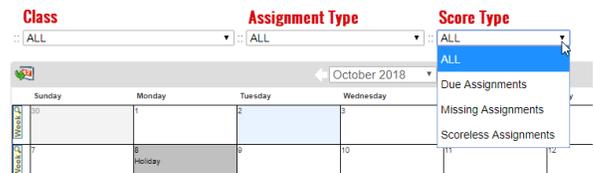


- To see the details of a specific week, click the yellow week bar located on the left-hand side of each row.
- To return to the current date, click the icon in the upper left-hand corner of the calendar.



Filters

- To filter the information displayed on the calendar, use the drop-down arrows at the top of the calendar for class, assignment type, or score type.



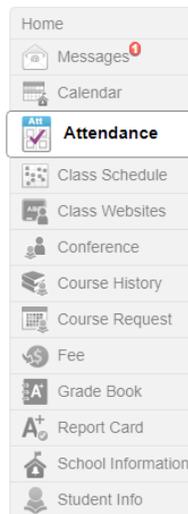
Viewing Other Months

- Click the left or right arrows to scroll through previous and upcoming months or select a month from the drop-down menu.

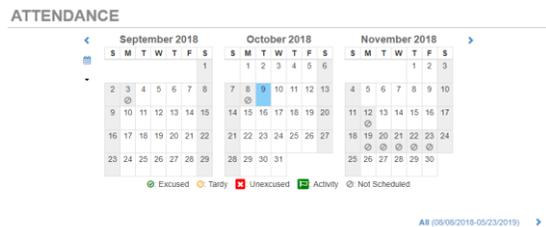


Attendance

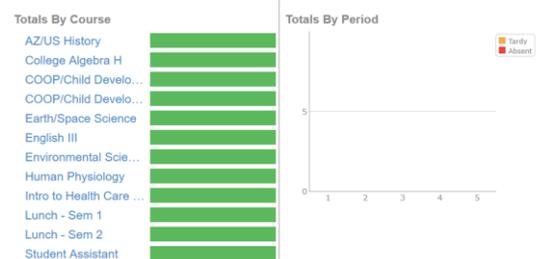
The **Attendance** screen displays information for the current school year.



Calendar View – displays a series of calendars showing days your child was absent or tardy. Click on a date to view more attendance detail.

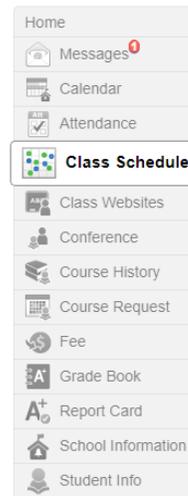


Course/Period View – displays absences per course and period.



Class Schedule

The **Class Schedule** screen lists the Period, Course Title, Room Name, and the Teacher for each class in separate columns.



Teachers can easily be contacted by clicking their name link or the envelope icon next to their name.

CLASS SCHEDULE

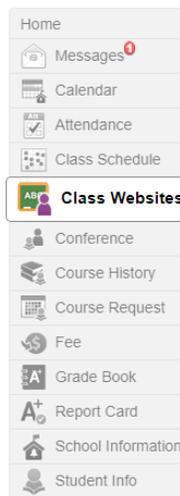
Term 1 | Term 2 | Term 3 | Term 4

Student Schedule for Term 1 (08/08/2018 - 10/11/2018)

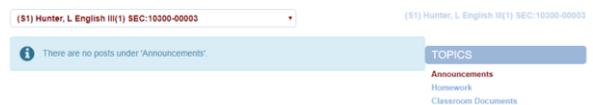
Period	Course Title	Room Name	Teacher
1	English III	F112	Leslie Hunter
2	Earth/Space Science	C116	Chris Moore
3	Intro to Health Care Careers	D121	Christopher Corcoran
4	Lunch - Sem 1	CAFETERIA	Sarah Adams
5	Student Assistant	D103	Nina Joyce

Class Websites

Class Websites are sometimes used by teachers to share more information about the class.



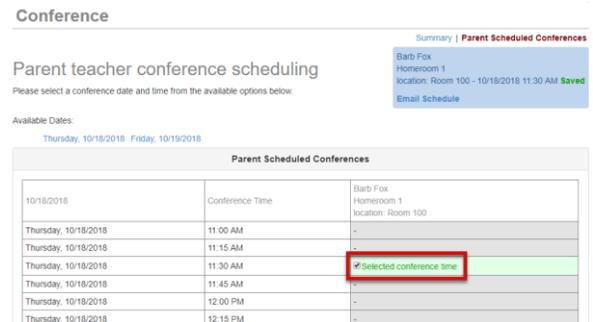
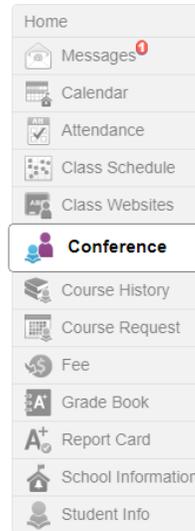
NOTE: Many teachers do not use this feature, and therefore the Class Website pages for your child's classes may not contain any information.



Conference

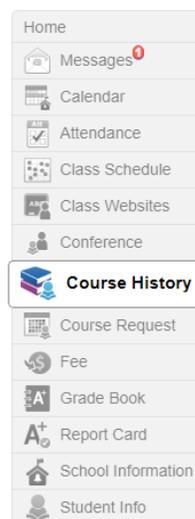
The **Conference** screen allows you to schedule (or reschedule) your own parent teacher conference. Not all teachers use this feature. If a teacher does not allow for electronic scheduling of conferences, you will see a note that there are no conferences available at this time.

To learn more about how to schedule a conference, if available, [click to view the step-by-step directions](#).

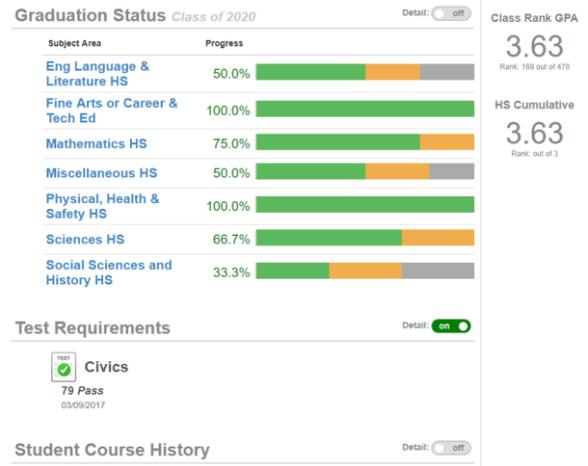


Course History

Course History displays all your child's courses, and the grades received for all years and all schools in the Peoria Unified School District.



You will also see your child’s current GPA.

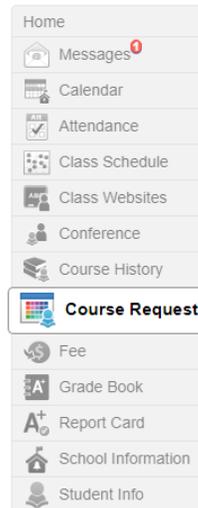


To view a summary of the student’s current progress towards graduation, click the Detail to **on** next to Graduation Status. This will display a list of course types and how many credits are still needed for graduation.

Subject Area	Required	Completed	In Progress	Remaining
Eng Language & Literature HS	4.00	2.00	1.00	1.00
Fine Arts or Career & Tech Ed	1.00	1.00	0.00	0.00
Mathematics HS	4.00	3.00	1.00	0.00
Miscellaneous HS	12.00	6.00	3.50	2.50
Physical, Health & Safety HS	1.00	1.00	0.00	0.00
Sciences HS	3.00	2.00	1.00	0.00
Social Sciences and History HS	3.00	1.00	1.00	1.00

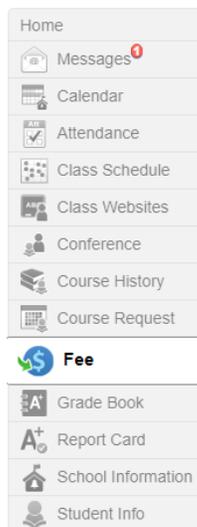
Course Request

The **Course Request** screen displays a read-only list of the courses your child(ren) can request for the following year.



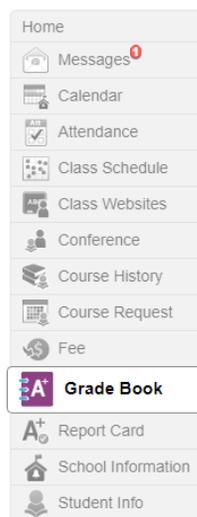
Fee

The **Fee** screen summarizes all fees including fees that are due, and fee that have been paid.



Grade Book

The **Grade Book** screen allows parents to keep track of their child's grades, assignments and test scores that have been posted by the teacher(s).



1. The screen opens to the current grading period.

GRADE BOOK

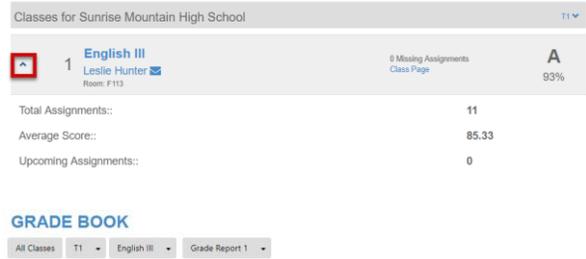
Classes for Sunrise Mountain High School 11 ▾

1	English III Leslie Hunter	0 Missing Assignments Class Page	A 93%
2	Earth/Space Science Chris Moore	0 Missing Assignments Class Page	A 100%
3	Intro to Health Care Careers Christopher Gorosics	0 Missing Assignments Class Page	A 96%
5	World History Nina Joyce	0 Missing Assignments Class Page	N/A 0%

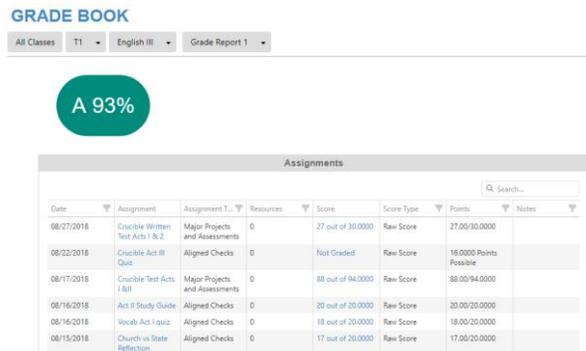
2. You can click any available grading period by clicking the drop-down arrow in the upper right corner.



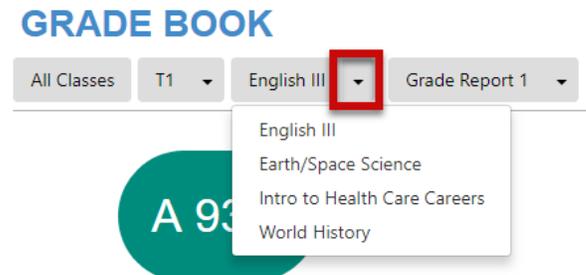
3. You can click the arrow to view total assignments, average score, and upcoming assignments for a particular class.



4. You can also click the course title to view more information about assignments and scores for that class.

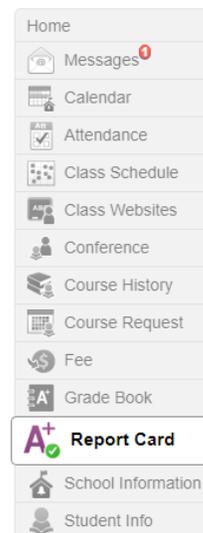


5. To view a different class, click the drop-down arrow next to the class title, and select a different class, or click All Classes to go back to the main grade book page.



Report Card

The **Report Card** screen shows grades for each quarter and for periods between quarters.



NOTE: You may also email the teacher of each course directly from here, as well.

Printing a Grade Report

1. Click the preferred Term in the upper right hand corner.
2. Click the link to view the report card PDF for that Term.
3. The PDF file will open and can be viewed or printed.

School Information

The **School Information** screen displays contact information for that school, including email for the principal, address, phone numbers, and the school's website URL.

Report Card

PR 1 | **T1** | PR 2 | T2 | PR 3 | T3 | PR 4 | T4

A PDF report card is not available for Term 1

Student Grades for Term 1 (ending on 10/11/2018)						
Period	Course Title	Room Name	Teacher	Marks		
				GR 1	T1E	T1
1	English III (10300)	F113	Leslie Hunter	A		A
2	Earth/Space Science (12280)	C116	Chris Moon	A		A
3	Intro to Health Care Careers (23220)	D121	Christopher Gorosick	A		A
5	Student Assistant (18322)	D103	Nina Joyce	P		P

PR 1 | T1 | PR 2 | T2 | PR 3 | T3 | PR 4 | T4

Peoria High School Paul Bower, Principal 11200 N 83rd Ave Peoria, AZ 85345 623-486-8300		Peoria Unified School District 2017-2018	Student Name: _____ Perm ID: _____ Grade: 11 Home Room: B233			
Grade Detail						
Period	Course ID	Course Title	PR 1	Teacher	ABS	TDY
1	12500	Human Physiology		Treguboff, Steve	2	1
School: Peoria High School						
2	11245	Algebra II H		Hudson, Mark	1	1
School: Peoria High School						
3	13505	Student Government		McNutt, Jennifer	1	0
School: Peoria High School						
5	10300	English III		Serwa, Courtney	0	0
School: Peoria High School						
Grade Legend A = 100 - 90 B = 89 - 80 C = 79 - 70 D = 69 - 60 F = 59 - 50 I = Incomplete S = Satisfactory P = Pass AU = Audit NC = No Credit U = Unsatisfactory W = Withdrawal						

Home

- Messages 1
- Calendar
- Attendance
- Class Schedule
- Class Websites
- Conference
- Course History
- Course Request
- Fee
- Grade Book
- Report Card
- School Information**
- Student Info

SCHOOL INFORMATION

School Information		
Principal Vance Setka	School Name Sunrise Mountain High School	Address 21200 N 83rd Ave Peoria, AZ 85302
Phone 623-487-5125	Fax 623-487-5140	Website URL https://schools.peoriaud.k12.az.us/sites/smhhs/Pages/Default.aspx

School Staff Contact List			
Staff Name	Job Title	Phone	Extension
Q	Q		
No data			

Student Info

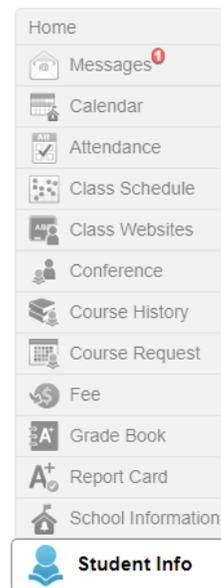
The **Student Information** screen displays your child's demographic information.

1. To edit this information, click the **Edit Information** button located in the upper left-side of the screen.
2. Make any preferred changes, and then click the **Save Changes** button.
3. Your changes must be approved by the school's front office staff.

My Account

Your account information is accessible by clicking the **My Account** tab located in the upper left corner of the page.

1. Once on the My Account page, you can change your password by clicking the **Change Password** link in the blue box.



STUDENT INFO

[Edit Information](#)

Student Information							
IN CASE OF EMERGENCY: Names of persons who can assume temporary responsibility							
Orderby	Name	Release To	Relationship	Home Phone	Work Phone	Mobile Phone	Other Phone
	Wiefenich, Danielle	N	Other				602-502-2463
Orderby	Name	Release To	Relationship	Home Phone	Work Phone	Mobile Phone	Other Phone
	Donoghue, Cristine	N	Grandmother				623-628-7314
Orderby	Name	Release To	Relationship	Home Phone	Work Phone	Mobile Phone	Other Phone
	Morphew, Shari	N	Grandfather				623-340-8517
Orderby	Name	Release To	Relationship	Home Phone	Work Phone	Mobile Phone	Other Phone
	Donoghue, Mike	N	Grandfather	602-615-7236			602-615-7236

[Edit Information](#)

[Save Changes](#)

[Cancel Changes](#)

Changes submitted on 10/10/2018 11:01 AM, are still waiting approval.



Instructions: Modify your account information below and press Update Account to apply the changes. To change your password click here [Change Password](#)

- You can also select notification preferences under *Auto Notify*.
- Add any other emails for the auto notifications to be sent.
- You can also add phone numbers for contact information.
- Be sure to click the **Update Account** button when changes have been made. You will see a message indicating your changes were successful.

Auto Notify: Check the events below for which ParentVUE will e-mail information to you when an event occurs for any of your children.

Attendance *Notify me when my child is tardy or misses a class*

Grades *Notify me when my child's current term grades are posted*

Grade Book *Notify me with my child's gradebook scores*

Send Messages Every: Friday

Only Send Messages when Grades are below: %

Go Paperless! *I only want to receive my child's report card on-line, do not send me a printed report card*

Auto Notify E-Mail: Enter the e-mail addresses (primary is required) that you want all active notifications sent to:

Primary Email:

Email #1:

Email #2:

Email #3:

Email #4:

Email #5:

Phone Numbers

Delete	Primary	Type	Phone	Extension	Contact	Listed
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cell	602-555-1234		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Update Account **Cancel**

 Changes have been successfully made to your account.

ParentVUE: Frequently Asked Questions (FAQs)

- Do I have to sign in at each school if I have a child in elementary school and another in high school?**
- Is there a way to contact the teacher or counselor if I have a question about what I see on the screen?**
- Is my children's school information available to anyone on the Internet?**
- How can I navigate from one child to another within the same ParentVUE account?**

ParentVUE offers a single sign-on to view school information for all of the siblings, regardless of the grade level or school of attendance.

Easy access to communication tools throughout the various ParentVUE screens promotes the communication between home and school that is necessary for student success. Simply click any teacher link or envelope icon to send an email message.

Parents can elect to receive customized email alert notifications regarding timely issues (see My Account – page 13).

While the website is accessible over the Internet, access is secured via a user name and password. Parents can see information about their children only, and cannot see the records of other students.

All children linked to a parent in the district will have their first names listed in the menu at the top of the ParentVUE homepage. Click the drop-down arrow and select a child's name to view their information.