

# Peoria Unified School District's User Guide

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# **Activating Your Account**

Open your Internet browser and go to the Peoria Unified School District home page: <u>http://www.peoriaunified.org</u>

- 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.





**Click Here to Enter** 

I am a parent >>

More Options V

Step 1 of 3: Privacy Statement
Read through the following Privacy Statement and click the Accept button to agree to the privacy agreement
The Federal Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232; 34 CFR Part 69) is a Federal tarb tart protocts the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education, FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or altends a school beyond the high school level. In order for the Pools United School District to remain compliant with its obligations under the FERPA law, you must agree to he following considerations and rules for the use of the ParentVUE. Your user name and password are conditential and intered for your use only. There is no need to you to share your user name and password. The Pools United School District accepts no responsibility or lability for any inappropriate use of your user name and password? United United School District official will ask you to reveal your user name and password? The Pools United School District official will ask you to reveal your user name and password?
Clicking I Accept means that you agree to the above Privacy Statement.  I Accept Return to login
Step 2 of 3: Sign In with Activation Key
Please enter your first name, last name and the 7 character authentication key (provided to you by the distinct), to activate your Parent/VUE account: First Name
Last Name
Activation Key
Continue to Step 3

- 7. Click I Accept.
- 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.
- 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.

	Step 3 of 3: Choose user name and password
Welcome Stephen Adkir password can consist of r User Name	s. To complete your account activation you will need to create your usemame and password. Remember that passwords are case sensitive. Your umbers and letters and must be a minimum of 6 characters in length.
sadkins	
Password	
•••••	
Confirm Password	
•••••	
Primary E-Mail	
sadkins@gmail.com	
	Complete Account Activation

Login

Peoria Unified School District

# Logging into Your Account

- Open your Internet browser and go to the Peoria Unified School District home page: <u>http://www.peoriaunified.org</u>
- 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.



Peoria Unified School District Good morning, Kelly Guttery, 10/2/2018

#### **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.



PEO

**Click Here to Enter** 

I am a parent >>

User Name:

Password:

More Options 🗸

- 3. Click the Forget Password link.
- Enter your primary email that was used during your account activation.
- 5. Then click the **Send Email** button.
- 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**.
- 8. If the password reset page is still open, click the **Click to return to Login** link to enter the password you were emailed.

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

# **ParentVUE Home Screen**

- 1. Navigation Bar –contains links to various areas within ParentVUE
- Recent Events includes grading period dates, conference events, school events, attendance notes, etc.
- Focus Menu allows you to select from the children actively enrolled in the district.
- 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).



MESSAGES

Date

 $\sim$ 

03/05/2018

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

#### Calendar

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



#### CALENDAR

							Calendar
	ALL	•	:: ALL	• :: (	ALL	•	
	_						
1	<u>9</u>		- 5	eptember 2018 V			
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
March D	26	27 Lamb, R /Gregg Laster Math 5(5-0) : Review pps. 57-69 - Score: 92.31 Hughes, J PE 5(9) : Four Square Introduction - Score: 100.00	28	29	20	11 Lamb, R /Gregg Lawler Math 5(5-8) : Warm up Week 3 - Score: -	
ALLER D	2	3 Holday	4 Math 5(5-8) : Place Value Test - Score: -	5	8	7	8
ALC: NO	0	10	99	12	13	14	15
Mark 7	10	17	18	10	20	21	22
Manh 1	23	24	25	26	27	28	29
ALL ALL ALL	30	1	2	3	4	5	8

Subject

Online Enrollment

**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.
- 3. 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**

1. 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.





Student Info

October 2018









# **Class Schedule**

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

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	Messages
谷	Calendar
$\checkmark$	Attendance
. •	Class Schedule
<u>^</u>	Class Websites
	Conference
	Course History
Шţ,	Course Request
\$	Fee
A	Grade Book
<b>A</b> ⁺₀	Report Card
6	School Information
\$	Student Info

CLASS SCHEDULE

0

			Term 1   Term 2   Term 3   Term 4
	Student Schedule for	Term 1 (08/08/2018 - 10/11/2018)	
riod	Course Title	Room Name	Teacher
	English III	F113	Leslie Hunter 🗃
	Earth/Space Science	C116	Chris Moore 🗃
	Intro to Health Care Careers	D121	Christopher Gorosics 🔤
	Lunch - Sem 1	CAFETERIA	Smhs Admin 🗃
	Student Assistant	D103	Nina Joyce 🗃

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

## **Class Websites**

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

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	Messages
	Calendar
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0 0 0 0 0 0 0	Class Schedule
AB	Class Websites
<u>.</u>	Conference
	Course History
	Course Request
\$	Fee
<b>A</b> ⁺	Grade Book
$\pmb{A}_{o}^{\!\!\!\circ}$	Report Card
奋	School Information
\$	Student Info
(S1) Hur	nter, L English III(1) SEC:10300-0000

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, <u>click to view the step-by-step directions</u>.

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	Messages	
谷	Calendar	
<b>√</b>	Attendance	
	Class Schedule	
<u>"p</u>	Class Websites	
Å	Conference	
¥.	Course History	
	Course History Course Request	
5	Course History Course Request Fee	
5 5 7	Course History Course Request Fee Grade Book	
\$ 	Course History Course Request Fee Grade Book Report Card	
\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Course History Course Request Fee Grade Book Report Card School Information	

#### Conference

Parent teacher conference scheduling Please select a conference date and time from the available options below.

e Dates:

Summary | Parent Scheduled Conferences b Fox neroom 1 tion: Room 100 - 10/18/2018 11:30 AM Saved all Schedule

Thursday, 10/18/2018 Friday, 10/19/2018			
	Parent Scheduled Confere	nces	
10/18/2018	Conference Time	Barb Fox Homeroom 1 location: Room 100	
Thursday, 10/18/2018	11:00 AM		
Thursday, 10/18/2018	11:15 AM		
Thursday, 10/18/2018	11:30 AM	Selected conference time	
Thursday, 10/18/2018	11:45 AM		
Thursday, 10/18/2018	12:00 PM		
Thursday, 10/18/2018	12:15 PM		

#### **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.

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	Messages
谷	Calendar
A11 ✔	Attendance
	Class Schedule
<u>^8</u> 0	Class Websites
	Conference
Z	Course History
	Course History
<b>S</b>	Course History Course Request Fee
S	Course History Course Request Fee Grade Book
S A <sup>+</sup> <sub>0</sub>	Course History Course Request Fee Grade Book Report Card
いい 一部 の の の の の の の の の の の の の	Course History Course Request Fee Grade Book Report Card School Information

You will also see your child's current GPA.

Detail: off Graduation Status Class of 2020 Class Rank GPA Subject Area Progress 3.63 Eng Language & Literature HS 50.0% Fine Arts or Career & Tech Ed HS Cumulative 100.0% 3.63 Mathematics HS 75.0% Miscellaneous HS 50.0% Physical, Health & Safety HS 100.0% Sciences HS 66.7% Social Sciences and History HS 33.3% **Test Requirements** Detail: on 🔵 **Civics** 79 Pass Student Course History Detail: off

Graduation Status Class of 2020



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

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.

# **Course Request**

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

Hom	e
	Messages
	Calendar
	Attendance
$\begin{smallmatrix}0&0&0\\0&0&0\\0&0\end{smallmatrix}$	Class Schedule
_=0	Class Websites
<u>.</u>	Conference
	Course History
	Course History Course Request
\$; 	Course History Course Request Fee
\$ 5 5 6	Course History Course Request Fee Grade Book
<ul> <li></li> <li><td>Course History Course Request Fee Grade Book Report Card</td></li></ul>	Course History Course Request Fee Grade Book Report Card
<ul> <li></li> <li></li></ul>	Course History Course Request Fee Grade Book Report Card School Information

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

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R	Messages
	Calendar
	Attendance
	Class Schedule
	Class Websites
	Conference
	Course History
III j	Course Request
<b>\$</b> \$	Fee
ĒA⁺	Grade Book
$A_{\odot}^{\!+}$	Report Card
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# **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.

Hom	e
	Messages
	Calendar
	Attendance
$\begin{smallmatrix}0&0&0\\0&0&0\\0&0\end{smallmatrix}$	Class Schedule
<u>^*</u> p	Class Websites
<u>.</u>	Conference
	Course History
III.	Course Request
\$	Fee
Å	Grade Book
$A_{\odot}^{+}$	Report Card
á	School Information
2	Student Info

#### GRADE BOOK

Class	ses for	Sunrise Mountain High School		TI ¥
~	1	English III Leslie Hunter M Room: F113	0 Missing Assignments Class Page	<b>A</b> 93%
*	2	Earth/Space Science Chris Moore S Ream: C116	0 Missing Assignments Class Page	<b>A</b> 100%
*	3	Intro to Health Care Careers Christopher Gorosics S Room: D121	0 Missing Assignments Class Page	<b>A</b> 96%
•	5	World History Nina Joyce ⊠ Reom: D103	0 Missing Assignments Class Page	<b>N/A</b> 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.





A 93%

All Classes T1 - English III - Grade Report 1 -

				Assig	nments					
							Q S	earch		
Date	T Assi	goment	Assignment T 🖤	Resources 🖤	Score	Score Type 🛛 🐨	Points	T No	otes	1
08/27/2018	Cruc Test	ible Written Acts I & 2	Major Projects and Assessments	0	27 out of 30.0000	Raw Score	27.00/30.0000			
08/22/2018	Cruc Quiz	ible Act II	Aligned Checks	0	Not Graded	Raw Score	16.0000 Points Possible			
08/17/2018	Cruc I &(II	ible Test Acts	Major Projects and Assessments	0	88 out of 94.0000	Raw Score	88.00/94.0000			
08/16/2018	Act	Il Study Guide	Aligned Checks	0	20 out of 20.0000	Raw Score	20.00/20.0000			
08/16/2018	Voca	ab Act I quiz	Aligned Checks	0	18 out of 20.0000	Raw Score	18.00/20.0000			
00.000.0000	-	The second second	Aligned Checks	0	17 out of 20.0000	Raw Score	17.00/20.0000			
RA	D	EE	300	K	_					
RA Classe	D ⊇s	EE	300	<b>K</b> English		Grad	e Repo	rt 1	1	•
RA I Classe	D Pes	EE	-	K English Englisł	111 <b>-</b>	Grad	e Repo	rt 1	1	•
RA I Classe	Partie D PS	EEE T1	300	English English English Earth/S	III 🖵 n III Space Sc	Grad	e Repo	rt 1	1	•
RA I Classe		EEE T1	300 -	English English Earth/S Intro to	III 🔽	Grad tience Care Ca	e Repo reers	rt 1	1	•

#### **Report Card**



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

NOTE:	You may also emai	I the teacher	of each co	ourse
directly	/ from here, as wel	I.		

#### **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.

udent Grad	es	PR 1   T1   PR 2   T2	PR 3   T3	PR 4	T	
🚹 A PD	F report card is not available for Term 1					
	Student G	rades for Term 1 (endi	ing on 10/11/2018)			
Period	Course Title	Room Name	Teacher	Marks		
				GR 1	T1E	т1
1	English III (10300)	F113	Leslie Hunter 🔤	A		A
2	Earth/Space Science (12280)	C116	Chris Moore 🔤	А		A
3	Intro to Health Care Careers (23220)	D121	Christopher Gorosics 🔤	A		A
5	Student Assistant (18322)	D103	Nina Jovce 🔤	Р		Р

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

	Peori	a High School Bower, Principal		Peoria Unified School D	istrict	Student Name:			
11200 N	Bard Ave	623-48	3-6300	2047 2040		Perm ID: Grade: Home			oom:
Product, A				2017-2018			1.0	0200	
				Grade Detail					
	Course ID	Course Title	PR 1	Teacher				ABS	
1	12500	Human Physiology		Treguboff, Steve				2	1
School:	Peoria Hi	igh School							
2	11245	Algebra II H		Hudson, Mark				1	1
School:	Peoria Hi	igh School							
3	13506	Student Government		McNutt, Jennifer				1	0
School:	Peoria H	igh School							
5	10300	English III		Serwa, Courtney				0	0
School:	Peoria Hi	igh School							
Grade Le	gend A= P=5 W=	100 - 90 B = 81 Pass Fail = Withdrawal	-80 Fail	C = 79 - 70 D = AU = Audit NC -	69 - 60 = No Credit	F = 55 U = 0	- 0 reatisfactory	I = Incom S = Satis	plete factory



#### SCHOOL INFORMATION

School Information						
Principal School Name Vance Setka Sunrise Mountain High School			Address 21200 N 83rd Ave Peoria, AZ 85382			
Phone Fax 623-487-5125 623-487-5140			Website https://s	URL chools.peorlaud.k12.az.us/sites/sml	ns/Pages/Default.aspx	
		Sch	ool Staff	Contact List		
Staff Name		Job Title		Phone	Extension	
۹		Q				
			No	data		

# **Student Info**



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

#### STUDENT INFO

Edit Information

Orderby

		Studer	t Information	
OF EMERGENCY: Name	s of persons who	can assume temp	orary responsibility	
Name Wieferich, Danielle	Release To N	Relationship Other	Home Phone	Work Phone

- 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.

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



02.615.72

23-340-851

2. You can also select notification preferences under Auto Notify.

3. Add any other emails for the auto notifications to

4. You can also add phone numbers for contact

be sent.

information.

- Auto Notify: Check the events below for which ParentVUE will e-mail information to you when an event occurs for any of your child Notify me when my child is tardy or misses a Notify me when my child's current term grades are Notify me with my child's gradebook so Send Messages Every Friday • Only Send Messages when Grades are below: 5% sst10 I only want to receive my child's report card on-line, do not send me a printed report card 🖧 Go Pa Auto Notify E-Mail: Enter the e-mail addresses (primary is required) that you want all active notifications sent to Primary Em Email #1 Email #2: Email #3: Email #4 Email #5 Update Account Cancel Changes have been successfully made to your account.
- 5. Be sure to click the **Update Account** button when changes have been made. You will see a message indicating your changes were successful.

# ParentVUE: Frequently Asked Questions (FAQs)

- 1. Do I have to sign in at each school if I have a child in elementary school and another in high school?
- 2. Is there a way to contact the teacher or counselor if I have a question about what I see on the screen?

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

Easy access to communication tools througout 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.

4. How can I navigate from one child to another within the same ParentVUE account?

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 dropdown arrow and select a child's name to view their information.

- 3. Is my children's school information available to anyone on the Internet?