

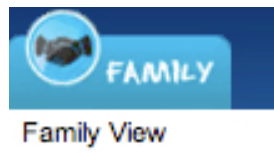


Family Quick Reference

Family View

Position your cursor over the **Family** tab and click **Family View**.

- Click **Goals** to view your child's learning objectives.
- Click **To Dos** to view your child's assignments.
- Click **Progress Reports** to view your child's grades.
- Click **Announcement** to view messages from your child's teacher.
- Click **Events** to view school events.
- **Send a Message** to your child.
- **Set Work Period** to schedule your child's homework.



To Dos



Click **Current To-Dos** to see assignments your child has not completed.

Click **Completed To-Dos** to see assignments your child has submitted.

View an assignment by clicking on the **To-Do**. Review the **Description**, **Due Date/Time**, and **Weighting** of the assignment.

Click  and then click **Today's Workload** or **Tomorrow's Workload**.

Review the estimated time needed for your child to complete the day's **To-Dos**.

Aaron Washington: Current To-Do		Completed To-Do			
Type	Group	Due Date	To-Do	ETC	Attachment
	New Media Arts	11/06/2009	Critique	0 hr 45 min	 (1)

Assignment: Critique

Subject: Critique

Description: Listen to some Podcast Stories and choose one to critique.


Due Date/Time: November 06, 2009

Weighting: This assignment is worth 5 points.

Estimated Time To Complete (ETC): 0 Hours 45 Minutes

Status: incomplete




Files

Attachment Name	Download
Podcast Critique.docx	

Bookmarks

Website Name	Link
Other	Pod Stories: Tales for Everyone



Aaron Washington: Today's Workload	
 School	0 h 0 m
 Total Workload	0 h 0 m
 Free Time	To see the free time, set your child's daily work period.

Progress Report

Review a summary of your child's grades.


Click the **Title** of an assignment to view details.

Progress Report

Group Name: OR Select all groups

Start Date: OR End Date:

Select all assignments

Aaron Washington 

Assignment	Due Date	ETC	ATC	ATC-ETC	Weight	Points	Percent
Critique	11/06/2009	45	30	-15	5	4	80.0%
Biographical Documentary	04/13/2010	30	0	-30	10	0	0.0%
Student Total		75	0	-75	15	0	0.0%

Family Quick Reference

Announcements

You can view an announcement by clicking the **Announcement** subject link.

Announcements are read-only. You cannot respond directly to an announcement.

Date	From	Announcement	Delete
11/13/2009	New Media Arts	Laptop Instructions	
10/19/2009	New Media Arts	Laptop Policy	

Announcement: Laptop Instructions

From: James Sweet

Subject: Laptop Instructions

Description: When you enter the classroom, pick up your instructions for the day. There will be a label in the top right corner with a number from 1-36. Put the laptop with that number from the cart, take it to your desk, and leave it CLOSED until you are instructed to begin.

Events

Click **Upcoming Events** to view upcoming events on the school calendar.

Click **Past Events** to view past school events.

View the details of a school event by clicking its subject link. Check your child's RSVP status for the event.

Type	Group	Date	Start Time	End Time	EVENT	Location	Map
	New Media Arts	12/15/2009	09:00 am	02:00 pm	Field Trip		

Event Information | **RSVP Summary**

Group: New Media Arts

Event: Field Trip

Description: Bring \$4 for the bus to the Student Film Festival.

Start Date and Time: 12/15/2009 at 09:00 AM

End Date and Time: 12/15/2009 at 02:00 PM

Aaron Washington's RSVP: No RSVP

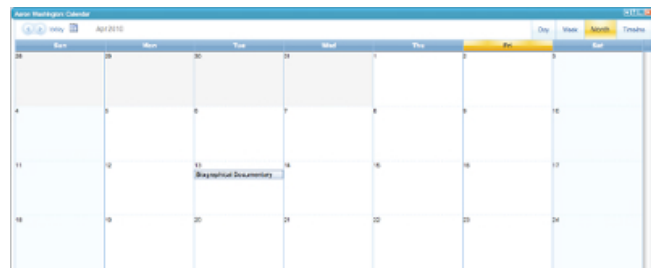
Calendar

Click **Month** to see all events for the month.

Click to move the calendar view to the previous or next month.

Click to open the calendar control and then click on a specific day to move the calendar to that date.

Use the view control to change the calendar view from **Day** to **Week**, **Month**, or **Timeline**.



Send a Message

School Town automatically opens a message addressed to your child.

Choose a **Person** or **Group** to receive the message and click Add. Click by a recipient's name to remove.

Enter the **Subject** of the message and type the message body in **Description**.

Click **Save** to send the message, or **Cancel**.

Send a Message

To: Aaron Washington

Group: [Select One] Add

Subject: Good work!

Description: Looks like you did a nice job on your podcast critique.

Attachments: No records to display.

Save Cancel

Set Work Period

Set a schedule for your child to complete homework. Unscheduled time is displayed as **Free Time** in your child's workload.

Click **Submit** to save the schedule or **Cancel**.

Select the start and end time of your child's work period for each day.

Sunday	Start Time	4:30 PM	End Time	10:00 PM
Monday	Start Time	4:30 PM	End Time	10:00 PM
Tuesday	Start Time	4:30 PM	End Time	10:00 PM
Wednesday	Start Time	4:30 PM	End Time	10:00 PM
Thursday	Start Time	4:30 PM	End Time	10:00 PM
Friday	Start Time	4:30 PM	End Time	10:00 PM
Saturday	Start Time	4:30 PM	End Time	10:00 PM

Submit Cancel