ParentCONNECTxp

Parent Guide
Log onto the System

1. The following is the web address to ParentCONNECTxp
   https://parentconnect.sweetwaterschools.org/
2. Please type User ID and Password and click Login
3. You should have received a letter from your student’s school with User Id and Password, if not please contact the school registrar.
Navigation Tools

There are **Five** resource “Pencils” on the left hand side of the page (Figure H1.0) each pencils represents a different section of student information.
Pencil Descriptions

Student Information Pencil
Within the pencil there are TWO tabs across the top which are Profile Tab and General Tab (Figure S1.0)

NOTE - Households with multiple students in district will be able to view all their students
Click the Choose Student menu to select student (Figure S1.1)

Profile Tab – Within the Student Information Pencil
This tab provides an overview of course assignments and due date (Figure P1.0)
Note – Notice the quick link to Assignments

Profile tab also provides an overview of Current course grades (Figure P1.1)
Note – Notice the quick link to Grades
General Tab – Within the Student Information Pencil
This tab provides the student’s basic demographic information (Figure G1.0)

![Figure G1.0](image)

Additional Information (Figure G1.1) – this information is also part of the General tab

![Figure G1.1](image)

Emergency Information (Figure G1.2) is part of the General Tab.
This information is not available at this point.

![Figure G1.2](image)
Assignments Pencil

Within the pencil there are two tabs across the top which are Assignments and Class Scores. In the Assignments tab there is the list of class assignments (Figure A1.0) which can be ordered by alpha, teacher or due date.

Note - Click on the column titles to sort the table.

Assignment Range – You have the ability to view the assignment list for today or for the entire school year (Figure A1.1)
Class Scores Tab – Within the Assignments Pencil
This is a list of assignments with current grades (Figure C1.0) along with the teacher's name.
Grades Pencil

Within the pencil there are two tabs across the top which are the General and Student Schedule. In the General tab there is the list of class assignments (Figure A1.0) which can be ordered by alpha, teacher or due date.

General Tab – Within the Grades Pencil
List of Progress and Final Report Card Grades (Figure G1.0)
“Changing from progress to final report card” (Figure G1.1). You have the ability to view each and every progress report card and semester report card grades.

![Figure G1.1](image)

**Student Schedule Tab – Within the Grades Pencil**

This tab provides the student’s class schedule (Figure S1.0)

![Figure S1.0](image)
Attendance Pencil

This pencil provide three options to view attendance

Calendar – this option provides a visual calendar with the tardies and absences.
Report – you can generate a custom report of the attendance
Summary – This option summarizes all absences and tardies.
School Information Pencil

This pencil contains a General (Figure G1.0)
The General Tab has School Information i.e. Address, Phone Number and other unique school Characteristics

<table>
<thead>
<tr>
<th>SCHOOL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sweetwater Union High School</td>
</tr>
<tr>
<td>2900 Highland Ave.</td>
</tr>
<tr>
<td>National City, CA 91930</td>
</tr>
<tr>
<td>(619) 474-9700</td>
</tr>
</tbody>
</table>

Figure G1.0

General Settings

Logout

From any “Pencil” the logout feature is located at the top-right hand side (Figure L1.0)
Settings

The are 3 custom areas where you can have the option of editing

1. Password Change
2. Email Address
3. Alert Notification - Option to receive class assignments related messages

Click the Settings link (Figure S1.1)

User Settings Password, Email, Alert Notification (Figure S1.2)
Password Change
Enter new password and confirm - Click Submit (Figure S1.3)
Note – Password must be between 8 – 20 characters.

![ParentCONNECTxp User Settings](image)

**Figure S1.3**

Email Address
Notification Purposes - Enter primary and secondary e-mail addresses
Click Submit (Figure S1.4)

![E-Mail Addresses](image)

**Figure S1.4**

Select Notifications
Check off missing assignments and or failing Grades (Figure S1.5)
Note – Attendance is currently not available but will be implemented in the near future
** You can use the back button to go back to the Home Page

![Alert Notifications](image)

**Figure S1.5**

Prepared by Application Support
8/25/2010
Support
Technical Support (Figure S1.0)

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Technical Support (Figure S1.0)

Help
The help link provides a detailed description of the page you currently are viewing (Figure H1.0)
Software Requirements

ParentCONNECTxp supports the following Web browsers for parent access:

• Mozilla FireFox 1.5 or later
• Internet Explorer 6.0 or later
• Safari for currently supported versions of the Mac OS operating system