



User Guide for Parents

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Welcome

Welcome to SchoolSpeak! The purpose of this guide is to help you start using the basic functions of SchoolSpeak quickly and easily.

SchoolSpeak is your window to your school. You can see announcements and calendars, your child's daily homework, progress reports and report cards. As parents you need to know what is happening in your school and need to be able to access that information at any time.

First login

When you receive your welcome email from your school, it will contain your login ID and password as well as a link to your school's SchoolSpeak application. Read through the important information and click through to SchoolSpeak. You will be prompted to enter your ID and Password.

That's it! You are in SchoolSpeak!

When you login for the first time, you will be asked to read and accept the terms and conditions by clicking on the **I Accept** at the end of the page.

Please review and accept the 'Terms and Conditions' and 'Privacy Policy' by clicking the **'I Accept'** button at the bottom of this page or decline to use the system by clicking the **'I Decline'** button.

Terms and Conditions

Welcome to SchoolSpeak! This Terms and Conditions (the "Terms and Conditions") regarding the SchoolSpeak.com website (the Website) and associated services (collectively, the "Services") is made and entered into by and between each school that executes[531] a Price Quotation and Order Form ("Order") (the "School") and the School's administrators, teachers, students, student parents, and third party vendors and contractors to whom the School may grant access to perform services for the School ("Individual Users" and, collectively with School, "Users") on the one hand, and SchoolSpeak, Inc. ("SchoolSpeak") on the other hand. This Terms and Conditions sets forth the User's rights and obligations associated with the access and use the Services. User hereby agrees that User is entering into a legally binding agreement and representing and warranting that the User is at least 18 years of age or possess legal parental or guardian consent, either by (1) clicking on the "I Accept" button below or (2) accessing the Website or using the Services. User hereby agrees to accept notices sent electronically, including but not limited to, email messages sent to the current email address of the User's account and notices posted on the Website. By clicking on the "I Accept" button below or accessing or using the Services, the User acknowledges that the User has read the Terms and Conditions and Privacy Policy, that the User understands them, and that the User agree to be bound by the Terms and Conditions and Privacy Policy. If the User is a parent, the parent agrees that the Services, Terms and Conditions, and Privacy Policy are acceptable for any of the parent's children that may use the Services. If the User is a teacher, the teacher agrees that Services, Terms and Conditions, and Privacy Policy are acceptable for any of the teacher's students that may use the Services. If a User does not agree to the Services, Terms and Conditions, or Privacy Policy, that User or User's child will not be permitted to use the Services. The Services are provided to Individual Users under an agreement with the School or appropriate education authority.

1. Changes in Terms and Conditions and SchoolSpeak services

We reserve the right to modify these Terms and Conditions and/or the Services from time to time without notice and for any reason. It is the User's responsibility to review these Terms and Conditions as well as any announcements on the Services from time to time so that the User will be apprised of any changes

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2. User Submission and Content

Users and third parties may also post, display, upload, email or otherwise provide ("post") text, photos, homework, calendar entries, School events, grades, assignments, opinions, advice, statements, services, offers, and other files, information or materials to the Website or via email provided through the Services ("User Submissions"). SchoolSpeak may provide content to the Website ("Content"). SchoolSpeak does not control the User Submissions posted on the Website. User understands and agrees that SchoolSpeak may, but has no obligation to (unless required by applicable law), monitor User Submissions and remove any User Submissions from the Website, including User Submissions that violate these Terms and Conditions. SchoolSpeak cannot guarantee that the Website will not contain unintended or objectionable content and assume no responsibility for any of the User Submission posted on the Services.

Contacting Us

If you have any questions, suggestions, or concerns regarding our Privacy Policy, please contact:

Attn: Privacy Department, SchoolSpeak, Inc., 5193 N Lake Blvd, PO Box 711, Carnelian Bay, CA 96140 , Phone: 877-773-2513/ (408) 462-2356 and email: privacy@schoolsspeak.com
Effective Date: Aug 24, 2007

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Before we start our overview there are a couple of things that we recommend you take care of:

1. Change your password

The password that you received is one generated by the system. It is a random set of numbers that is not easy to remember. We usually recommend that parents change the password to something that is meaningful to you as soon as you login in. As a guideline, do not use the same password in multiple sites.

To change your password:

1. Click Change password in the upper-right corner.

2. Enter your old password.
3. Enter the new password you would like to use twice (min 8 characters).
4. Click **Change** to save your new password.

2. Make sure your profile is correct

What is a profile? Each person that logs into SchoolSpeak has a profile – the profile stores your contact information as well as any other information that your school may have added. You have a profile as well as your spouse and children will have their own profiles. Take a moment and review the information that is in your family’s profiles. Make any changes that are necessary so that the school has up to date information in case they need to contact you.

To update your profile:

1. Click **Edit My Profile** on the upper-right corner.
2. Review your information and make any changes that are necessary and click **Update**.
3. To review your other family member’s profiles – click **Family Update** on the upper-right corner.
4. Review the other fields and click **Update** when you are done.

Note: Do not share your login with students as they can do parent functions such as signing report cards.

Now it is time to take a tour of SchoolSpeak.

Customized Home page

As soon as you login into SchoolSpeak, you will see a Home page that is customized for your family. You will see information for your school, your children’s class groups, and any other groups that you may belong to such as the PTA, or extra-curricular activities. You can find your child’s progress reports, report cards, attendance status. The information that you see is only about your child.

The options that you see when you log in will depend on what your school has decided to implement!

What are the links that you see in each group?

When your school setup their SchoolSpeak account, they added resources to each group. A resource may be a calendar, an announcement, a webpage with information like a handbook, a lunch order signup and the list goes on. Let’s take a look at some of the most typical resources you may see.

Calendars

You will probably see a school calendar link as soon as you log in. You may also see calendars in your child’s class as well. SchoolSpeak will display calendar reminders on the group’s Home screen as events occur.

Here is a sample of the calendar window

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Book Club Association 5:00 PM in the Memorial Meeting Hall	3
4	5 2:30 AM - Arts Exhibition In the Memorial Meeting Hall ▶	6 10 - 11 AM - Math Test ▶	7 Arts Exhibition In the Memorial Meeting Hall ▶	8 12:30 - 1:30 AM - Drama Club Get Together ▶	9 Arts Exhibition In the Memorial Meeting Hall ▶	10
11	12 Arts Exhibition In the Memorial Meeting Hall ▶	13 Arts Exhibition In the Memorial Meeting Hall ▶	14 Arts Exhibition In the Memorial Meeting Hall ▶	15 Arts Exhibition In the Memorial Meeting Hall ▶	16 Startup meeting at 2:30 PM ▶	17
18	19 9 AM - 3 PM - Fieldtrip to Museum Inn ▶	20	21 Parent Teacher Association Meeting 6:30 PM in the Cafeteria	22	23 Book Club Association 5:00 PM in the Memorial Meeting Hall	24
25	26	27	28 Parent Teacher Association Meeting 6:30 PM in the Cafeteria	29	30 Book Club Association 5:00 PM in the Memorial Meeting Hall	31

To view your calendar:

1. Click on the calendar link under the Quick links in the left margin.

Announcements

Schools using SchoolSpeak can post announcements at any time and best of all; you can review them when you have time. No more lost papers or papers that have been accidentally recycled! You can log into SchoolSpeak when you need the information- no matter the time of day.

Announcements are typically displayed right on the Home page for the period of time that they are

How do you navigate to different pages of SchoolSpeak?

important. Once they become obsolete, SchoolSpeak will automatically remove them from the Home page. But do not worry you can access them at any time.

To view an older announcement:

1. Click on the date view drop-down in the middle of your screen.



2. Choose the correct period of time or ask SchoolSpeak to display announcements from a custom period of time.

When an announcement is displayed, you may notice a couple of important symbols next to the title of the announcement.

New – This announcement was posted within past 24 hours.

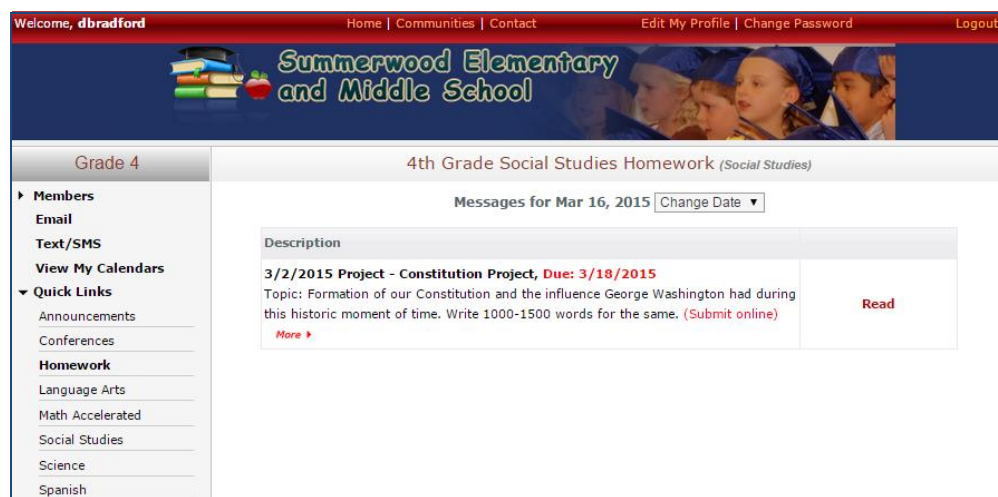
⊗ – This announcement will be removed from the Home screen within the next 24 hours.

How do you navigate to different pages of SchoolSpeak?

The Home page shows all homework along with other messages.

Homework

Click the bolded Homework link on the left margin to view all homework on a single page and click on the subject link to view the homework for that specific subject.



Progress Reports

Want to see how your child performed from the beginning of the school year? It is also your door to missing assignment report and various grade reports. The Home page shows grades recently published. Click the bolded **Progress Report** link on the left margin to view progress reports of all the subjects on a single page. You can view the analysis and Missing and zero score assignments of the students using [\[Analysis\]](#) [\[Missing/0 Score Assignments\]](#) links.

Student Grade Reports by Subject

Summerwood Elementary and Middle School
Student Progress Report
 3/30/2015
[\[Analysis \]](#) [\[Missing/0 Score Assignments \]](#)

Term : Latest Print Print All Reports

Student Name: Bradford, Karen **Grade:** Grade 4

Subject(*)	Teacher	Grade(+)	Comment
Attendance**	Beamer, Jennifer	[View>>]	Good Job Karen <small>(Signed, Posted on 3/5/2015)</small>
Literature**	Taylor, Sam	[View>>]	Good Job Karen <small>(Not Signed, Posted on 3/20/2015)</small>
Math**	Taylor, Sam	89 B+ [View>>]	Good Job Karen <small>(Signed, Posted on 11/22/2014)</small>
Social Studies**	Teresa, Donte	95 A [View>>]	Good Job Karen <small>(Not Signed, Posted on 3/24/2015)</small>
Science**	John, Shiju	91 B+ [View>>]	Good Job Karen <small>(Signed, Posted on 12/8/2014)</small>
Spanish**	Teresa, Donte	↓ 93 A [View>>]	Good Job Karen <small>(Signed, Posted on 11/12/2014)</small>
PE**	Taylor, Sam	100 A+ [View>>]	Good Job Karen <small>(Signed, Posted on 9/5/2013)</small>

Sign All Grade Reports

Average: 93
GPA:

Students need to have C or above to participate in school sports.

* GPA credit hours (GPA weight of the subject)
 + Letter grade,Percentage
 Percentage is disabled in : Mathematics - Average and core average is calculated without including these subjects

How do you navigate to different pages of SchoolSpeak?

Click on the subject links on the left margin to view the report details for a specific subject.

Math

[List of Grade Reports](#)

Progress Report on 01/5/2015
Bradford, Karen
[\[View Grade Report \]](#) [\[Print \]](#) [\[Email Teacher \]](#)

Please review and sign

STUDENT PROGRESS REPORT
11/22/2014
Trimester 3 : Math

Bradford, Karen Teacher: SchoolSpeak, Support001

Summary	Points	Grade
Overall Grade	319/360	89.00% B+
- Category: Test	260/300	87.00% B+
- Category: Homework	49/50	98.00% A+
- Category: Classwork	10/10	100.00% A+
- Category: Project		

Grade Scale: A+ >= 97, A >= 93, A- >= 90, B+ >= 87, B >= 83, B- >= 80, C+ >= 77, C >= 73, C- >= 70, D+ >= 67, D >= 63, D- >= 60, F >= 0

Trimester 3 Assignments

#	Date	Category	Assignment	Points	Grade
1	07/28	Test	Test <i>*LCD need a little extra work</i>	20/25	80.00% B-
2	07/29	Homework	Chp. 3 Sec. 5 <i>*Good Job!</i>	45/50	90.00% A-
3	07/30	Classwork	Chp. 4 Sec. 2	20/25	80.00% B-
4	07/31	Test	<i>*Need to work on Fractions</i>	18/25	72.00% C-

7,13

You signed the report at 1/9/2015 3:18:28 AM
You viewed the report at 12/4/2014 7:51:53 AM

Report Cards

Click on the Report Card link in the left margin to view the report card details of each semester/trimester/term.

Report Card

Messages for Aug 26, 2013 - Mar 30, 2015 ▾

Click **View** to view report cards.

Date	Description	
2/18/2015	Trimester 3 published on 03/11/2015	View
4/30/2014	Trimester 2 published on 02/18/2015	View
4/30/2014	Trimester 1 published on 04/30/2014	View

Click the **View** link to view the report card for the respective semester/trimester/term.

Exploring SchoolSpeak is easy - just read and click all possible links and you might be amazed at what you can find.

SchoolSpeak is updated frequently. Make sure to log in and check every day.

Thank you once again for becoming part of our SchoolSpeak family.