

Working with the Parent Module

Assignments can be shared with the Parent/Student WebAccess module. You can also upload documents/files into Assignments so that parents and students can down them at home.

Procedure to Share an Assignment with Parent Access

This makes a selected Assignment visible to parents.

1. Go to the [Gradebook](#)→[Gradebook](#) spreadsheet screen, click the top line of an Assignment to edit the Assignment. This brings up the “Modify Assignment” screen.

2. Locate the ***For Parents Module:** Yes No control and select “Yes”.
3. Click .

Procedure to Upload Files into an Assignment

This allows you to upload files/documents, etc., into an Assignment so that parents and students can access the documents at home..

1. Go to the [Gradebook](#)→[Gradebook](#) spreadsheet screen, click the top line of an Assignment to edit the Assignment. This brings up the “Modify Assignment” screen (see above). Locate the document control:



Using this control you can upload documents into the Assignment. There is acutally no limit to how many documents can be attached to an Assignments.

2. Click the paperclip icon to bring up the “Attach Document” tool:

3. The left side contains a list of all the different file types you can upload. The right side contains tools to let you locate and upload a document. First, give your document a name (parents/students will see this name). The name cannot contain any spaces – use “_” underlines instead of spaces (e.g STUDY_GUIDE:

Step 1: Give your file a name (No spaces).

4. Next, browse for the file you want to upload: The “Browse” button brings up a normal File Dialog. Locate and select the file you want to upload:

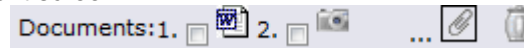
Step 2: Find the file you would like to upload. C:\Users\Jan\Document

The file name does not need to match what you entered in Step 1.

5. Finally – Step 3 – Click the Upload File button to upload the file:

Step 3: Hit the Upload File button. Save to linked assignments

6. Repeat steps 2 to 5 to upload more documents into the Assignment.
7. When you are done, the documents you uploaded appear with their ‘type’ icons (e.g. MS Word, Excel, PDF, etc. icons) on the Modify Assignment screen:



Procedure to Remove Uploaded Files from an Assignment

This allows you to upload files/documents, etc., into an Assignment so that parents and students can access the documents at home.

1. Open an Assignment for editing (click on its header line). On the Modify Assignment screen, locate the “Documents control”:



2. To remove documents, check in the checkbox to the left of the document’s icon, then click the Delete trashcan icon. You may remove multiple documents with one click of the Trashcan by simply checking off.

Comments for Parents & Students

When you grade an Assignment you can enter comments that parents and students will be able to view using the Parent Access module from home. These comments are described on pages 25 and 26 above.