

Showing Schedules

Showing Schedules on ParentAccess prior to the start of school

Option 1) PA Admin > District Settings > Select show or hide schedules > Save
20.0 expected to hide all (schedule, planner, grades)

NEOnet Elementary School

Password: Allow only masters and school admins to change parent passwords
 Allow principals, clerks, masters, and school admins to change parent passwords

Attendance Comments: Show attendance comments in ParentAccess
 Hide attendance comments but show attendance codes in ParentAccess

Student Schedules: Show schedules in ParentAccess before the start of school
 Hide schedules until start of school

On this date:
School start date: 07/03/2017
mm/dd/yyyy

Hide teacher names on schedule before start of school

Option 2) PA Admin > District Settings > Enable this District > Yes (on) / No (off)

District Setup

ID: 200

Direct link to login: https://pa.neonet.org/Home/District/neonet1
Use this link to bypass the District Selection page. Useful when adding a direct link from your

District Alias: NEOnet
(Optional: If you enter nothing, the district's default name is used.)

District Home Page: http://parentaccess@neonet.org
(Required: Input the URL of the district website where you want to direct users when they click. Example: http://www.example.com)

Logo File Name: neo_neonet1.jpg
(This logo is for the District Page) (Optional: If you enter nothing, the default logo is used.) Logo URL: https://pa.neonet.org/Content/Images/Public/DistrictLogos/neo_neonet1.jpg

Enable this District?: Yes No

Allow users to sign up for account?: Yes No
Selecting No hides the Sign Up and Forgot Password links

Allow teachers to upload images?: Yes No

Allow teachers to upload documents?: Yes No

Screen will appear (no):

Login Unsuccessful

The selected district is temporarily unavailable. Please try again later.

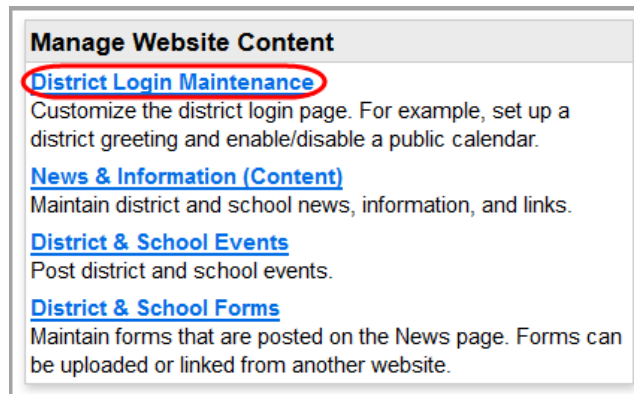
You can update the District Greeting announcing the shutdown

Option 3) Admin Home Page > District Features

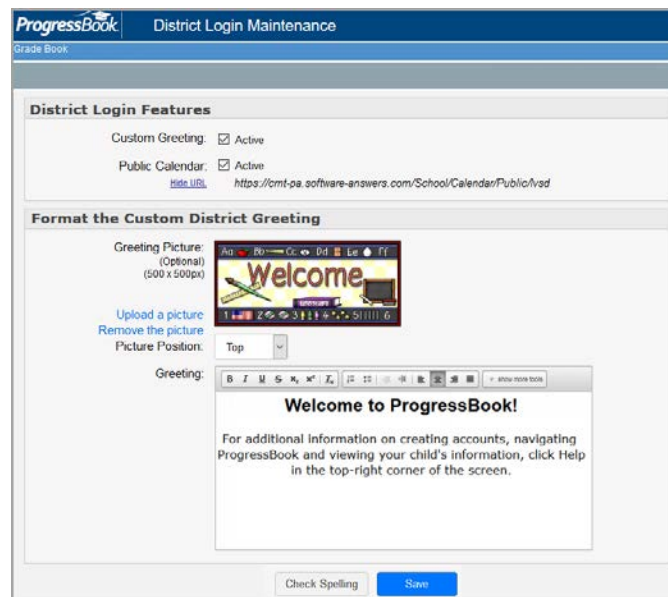
| Feature Name | Use? |
|--|-------------------------------------|
| Parent/Student Access | <input checked="" type="checkbox"/> |
| Standards | <input checked="" type="checkbox"/> |
| Teacher Roster Setup for All Courses | <input type="checkbox"/> |
| Lunch Counts | <input checked="" type="checkbox"/> |
| Debugging for DASL (Keep off unless testing) | <input type="checkbox"/> |
| Enable Attendance Short Comments | <input checked="" type="checkbox"/> |
| Import DASL External Student Status Code | <input checked="" type="checkbox"/> |
| Staff Password Changes | <input type="checkbox"/> |
| VirtualClassroom | <input type="checkbox"/> |
| Class Notifications | <input checked="" type="checkbox"/> |
| Live Integration Auditing | <input type="checkbox"/> |

Update District Greeting Page

On the **ParentAccess Administration** screen, under **Manage Website Content**, click **District Login Maintenance**.



The **District Login Maintenance** screen displays.



Make any updates as follows:

- To disable the district greeting screen, deselect the **Active** check box beside **Custom Greeting**.
- To update the greeting text, in the **Format the Custom District Greeting** area, make any needed updates.
- To remove an image, click the link that reads **Remove the picture**.

Click **Save**.

What can be done when GradeBook is available BEFORE INTEGRATION?

District Setup

- Lunches
 - Update if necessary
- District Features
 - Update if use of a feature is planned
- School Features
 - Update if use of a feature is planned

Annual Setup – To be seen.....may be SIS LIVE ONLY

- Staff
 - Staff that are no longer at the district AND inactive in DASL can be deleted.
 - GradeBook Open lab will be held on 8/26/20 if necessary.

Grading Setup

- Reporting Periods
 - Dates are populated with **prior** year dates but the **current** year. These dates must be updated for the 2020_21 school year.
 - Remember..... If you do not specify a time, the system uses 12:00 AM as the beginning and ending time. Avoid Wednesday night as it is maintenance night.*
 - Update report card/interim entry dates. (click edit)
 - **NOTE: If you plan to test report cards during an open lab DO NOT EDIT REPORT CARD/INTERIM ENTRY/END DATES.**
 - Update report card PUBLISH dates to indicate when parents are able to see report card/interim marks on the report card tab in ParentAccess. This is NOT the paper report card – only the report card grid.
- Report Card Builder
 - For each report card, on the GENERAL TAB, check the box Yes or No on the School Admins making changes to report cards. (Row 9)
 - Post to Parent Access? On the General Tab, check the option to post the report card to Parent Access. (Row 10)
 - Delete any obsolete report cards.
- PA Admin
 - District Settings – Show Schedules by building?
 - Page Level Security – Enable Fees, Transportation, Lockers, Homerooms?
 - District Login Maintenance – Update greeting
 - School News and Information – Update if using

*Mark Types and Grading Scales. The recommendation is do not delete these without contacting NEOnet.