

CONTACTS – 2015_2016

Gradebook (Staff Side)

Contacts are a live read from StudentInformation to GradeBook and SPS where student profiles can be seen. (Example teacher view, principal views. etc.)

No further action is required for staff to see contacts. No you cannot disable it.

Contact List	Quack Quack
MOTHER : Quack Quack (Primary)	Home number: (330) 926-3900 Cell number: (330) 730-8475 Father cell number: (330) 999-9999 Pager number: (330) 222-2222 Work number: (216) 588-9999
GUARDIAN : Grandma Duck	Primary: dduck@nowhere.com
Day Care Center : ring around rosie	Home address: 700 Graham Rd Cuyahoga Falls, OH 44221-1012
Father : Howard Duck	Flags: Legal Guardian

PARENTACCESS

A. What to do in Gradebook to allow parents to view and/or edit in Parent Access. Note: Viewing and editing can only be used if section B is completed.

1. District feature to enable viewing of student contacts in Parent Access.
2. District feature to enable editing of student contacts in Parent Access.

Family	GradeBook	Parent	Student
Alerts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
My Account	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
↳ Profile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
↳ Change Password	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
↳ Manage Student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
↳ Create Student Accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
↳ Reset Student Password	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Contacts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
↳ Edit Contact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Profile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>


➔ View Only
← Edit

3. Note: The above checkboxes are not available for Staff(Gradebook) or Student

B. What to do in DASL (Student Information) for PARENT ACCESS

Note: When the 15.0 release was applied 'Is Public Viewable' flag was added to each existing contact and checked by default,

Depending on your district setup go to Management > School Administration > Student Codes Administration > Contact Type Codes at either District or Building Level to define your Is Publicly Viewable contact types. (We suggest NOT checking professional contact type as Is Publicly Viewable)


1. If you want parents to EDIT contacts your district must use Family Groups. (Please note according to Software Answers, it is expected in the 16/17 school year, all parent access account will be generated from DASL Family Groups.)
2. Linking DASL contact to GradeBook ParentAccess Accounts on Contacts tab of the Family Group:
 - a. Only contacts marked with the gavel  will see the student's contacts when they are logged into ParentAccess.
 - b. Any contact with the gavel can edit contacts in ParentAccess if enabled on Page Level Security.
 - c. A Family Group can have more than one contact with gavel.

What Access does the Gavel provide?

- Addresses:
 - View student's home address on Student Profile in Parent Access (no edit).
 - Addresses of Primary Contacts or contacts marked "Same as student address" CANNOT be EDITED by parent.
 - All other addresses can be edited or deleted.
 - Addresses can be added.
- Email Addresses:
 - All existing can be edited or deleted.
 - New email address can be added.
- Phone Numbers:
 - All existing can be edited or deleted.
 - New phone numbers can be added.

How to link family group contact to ParentAccess account:

- Generate keys in Parent Access (GradeBook).
- Parents must create their ParentAccess account.

- The gray link icon  will appear WHEN all students in family group are checked.
- Click the gray link icon to select the ParentAccess Account that corresponds to the contact.
- Then check *Is ParentAccess Account Admin*. (This will make the gavel appear.)